

Windham NRCD
Board of Supervisors Meeting
August 12, 2026
Board Packet
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Windham County Natural Resources Conservation District

August Supervisor Meeting

6:30 PM, Wednesday, August 12, 2026

Suite 130, Thomas Hall

Winston Prouty Campus

130 Austine Drive

Brattleboro, VT 05301

<https://us02web.zoom.us/j/85075109654>

Agenda

Land Acknowledgement

We respectfully acknowledge the traditional, ancestral, unceded territory of the Abenaki People, who have stewarded this land throughout the generations.

Review Agenda for Additions or Changes

New Business

1. NRCS Updates
2. SEVCA Preliminary Design Proposal Review
3. Annual Meeting Planning
4. Reststop Fundraiser Planning

On-Going Items

1. NRCC and VACD Updates
2. Update from Personnel Committee
3. Monthly Report on District Activities

Secretary's Report

Approve minutes from June 10, 2026

Review Upcoming Supervisor Meeting Dates:

Next meeting: September 9, 2026

Other Business

Executive Session

Future Agenda Items:

1. FY26 Financial and Programmatic Reporting

W C N R C D



SEVCA

TECHNICAL & COST PROPOSAL
**STORMWATER MANAGEMENT
& WETLAND RESTORATION
PRELIMINARY DESIGN**

AUGUST 5, 2026



231612X
August 5, 2026

Cory Ross, Executive Director
Windham County Natural Resources Conservation District
28 Vernon Street, Suite 332
Brattleboro, VT 05301
windhamcountynrcd@gmail.com

Subject: SEVCA Stormwater Management and Wetland Restoration Preliminary Design Proposal

Dear Mr. Ross and Members of the Selection Committee,

Situated adjacent to the Henwood Hill Marsh in Westminster, the Southeastern Vermont Community Action (SEVCA), along with the Windham County Natural Resources Conservation District (WCNRCD), seek to address stormwater concerns parking lot that are impacting the marsh from the SEVCA. The property may also be a candidate for wetland restoration.

DuBois & King (D&K) is pleased to submit the enclosed technical proposal for the SEVCA Stormwater Management and Wetland Restoration Preliminary Design to bring our varied experience providing water resources and environmental site design services to help improve both water quality and user experience. D&K's environmental services team has completed numerous stormwater management, wetland delineation, and restoration projects for towns across the State of Vermont. Our team of civil engineers, landscape architects, and environmental specialists are excited to blend our talents to create a stormwater design that integrates into the site, reduces pollutants entering the marsh, and increases wetland resources.

I will serve as Project Manager. I have 19 years of experience ranging from site design to stormwater management. I am joined by Christopher Rivet, PE, who has 15 years of expertise in the planning and implementation of stormwater best management practices (BMP), and Aimee Rutledge, PWS, CPESC, CPSWQ, Senior Environmental Technical Lead, who brings over 25 years of experience in wetland delineation, natural resource inventories, and environmental permitting.

We appreciate the opportunity to assist the WCNRCD and SEVCA with this project. Should you have any questions or require any additional information, please do not hesitate to contact me at 802.728.3376 or elewis@dubois-king.com.

Sincerely,
DuBois & King, Inc.

Emily Lewis, PLA, LEED, AP
Planning and Landscape Architecture Group Manager



PROJECT UNDERSTANDING

In recent years, concerns over water quality have impacted the use and enjoyment of surface waters in New England and led to increased regulatory focus on stormwater control and treatment. Factors contributing to water quality degradation include increased frequency and intensity of rain events and continued development of impervious surfaces. These lead to increased stormwater runoff, erosion, and pollutant loading to receiving features such as the Henwood Hill Marsh.

Southeastern Vermont Community Association is located just off the Westminster exit on I-93. It is immediately adjacent to the Henwood Hill Marsh, sometimes referred to as the Allen

or Allen Brother's Marsh. It is a highly valued location and a site of concern for the Westminster Conservation Commission (WCC), frequently used as a birding area and for nature walks. It has been classified as an impaired waterway by the Vermont Wetlands Program. There has been interest in planting trees and other options to improve water quality. A *Westminster Gazette* article from October 2021 noted that beavers had been removed from the marsh in prior years which prompted concern over observed environmental changes. SEVCA, the WCC, and WCNRCD co-sponsored a birding outing last fall to bring attention to both the natural offerings of the marsh and its water quality needs.



PROJECT APPROACH

This project is an effort to provide water quality improvements and improving use and maintenance of the site. D&K's team is well versed in assessing site suitability for stormwater management BMPs and evaluating wetland concerns.

Our approach consists of the following elements:



IDENTIFY THE DESIRED OUTCOMES

Our first step will be to meet with the WCNRCD and SEVCA to develop a shared understanding of the project's desired outcomes and priorities. The outcomes will include the development of a concept design that is technically feasible and cost effective and will improve water quality.



UNDERSTAND THE SITE

D&K will complete a formal site assessment and a desktop review of available information to evaluate existing conditions and design limitations. We will review natural elements, such as soils, wetlands, and existing vegetation. We understand that wetland mapping of the marsh has occurred, and we will evaluate whether additional mapping is warranted.



PROVIDE AN EFFECTIVE IMPLEMENTATION STRATEGY

One of the desires for this project is to provide cost estimates for final design and construction and to identify all necessary permits. D&K is experienced in identifying ground-truthed cost estimates and permitting, as well as making suggestions for phasing, so that the client can budget for satisfying, rapid, and practical implementation.



PROJECT MANAGEMENT

Key steps of our project management approach include:

- » Dedicating a project manager with vision, ability, experience, and communication skills to drive the project.
- » Assembling a team of qualified professionals who will focus on the project until completion.
- » Identifying and resolving key design issues as early as possible.
- » Fostering a culture of open, clear, and frequent communication.

SCOPE OF WORK

TASK 1

Kickoff Meeting

D&K will participate in a kickoff meeting and site visit with the WCNRCD, SEVCA, and other project stakeholders, as determined by the WCNRCD, such as the Wilmington Conservation Commission. The purpose of the meeting will be to provide introductions; review the scope of work and schedule; discuss objectives and potential challenges; and identify relevant existing information, such as previous surveys, tax maps, Right-of-Way (ROW) or utility restrictions, and infrastructure.

Additionally, a greater emphasis by regulators is now being placed on providing the required maintenance for stormwater treatment BMPs, and generally, owners bear the responsibility of providing that maintenance. During the kickoff meeting, D&K will seek to understand who will be providing maintenance and their capabilities to perform those maintenance activities. We will work with the WCNRCD and stakeholders to provide stormwater designs that meet the project goals and are maintainable.

D&K will perform a site visit, along with the WCNRCD and others, following the kickoff meeting. We will gather additional information about the site from the project stakeholders.

Deliverables: Meeting Notes & Photographs

TASK 2

Compile Base Map and Document Existing Conditions

D&K will initially approach a number of the tasks required as part of the information gathering process via a desktop analysis. Our team will utilize data available from the VT Center for Geographic Information (VCGI) database. The project team will use LiDAR-derived topographical data to depict the topography of the site and surrounding areas and identify natural resources. We will then perform a natural resources field investigation (Task 3) to verify and supplement the desktop data as described below. Any specific locations required for site design can be gathered via GPS during the field investigations.

2A. Utilities

Our team members will locate existing visible utilities, including stormwater and wastewater infrastructure based on data from VCGI and from as-built drawings to be provided by the WCNRCD and SEVCA, as available. D&K will note on the base map additional infrastructure, if any, that may be affected by the proposed designs. We will inventory the existing infrastructure, including size, elevation, and condition, as needed, and include them on the base map.

2B. Natural Resources Evaluation

D&K's in-house Field Naturalist will consult online databases such as the VT Natural Resources Atlas, VCGI, and US Fish & Wildlife (USFWS) IPaC for rare, threatened, and endangered species, as well as significant natural communities, conservation lands, habitat blocks, wetlands, and other resources of note. They will contact VT Fish & Wildlife and USFWS, if necessary, to obtain more site-specific information, such as known rare species locations in the vicinity.

2C. Soils Assessment

D&K will conduct a soils investigation via the NRCS Web Soil Survey to determine soil types and hydraulic capacity for infiltration.

2.D. Existing Conditions Site Plan

Based on the information gathered from desktop and Natural Resources Investigation (Task 3), D&K will prepare an Existing Conditions Site Plan that will be presented on an ArcGIS base map. The project team will highlight any potential constraints on the base plan.

Deliverables: Existing Conditions Base Map & Site Plan

TASK 3

Natural Resources Investigation

A D&K wetlands scientist/field naturalist will locate wetlands, surface waters, and other natural resources within the project area. Based on feedback from project stakeholders, resources will be inferred or formally delineated and located with a handheld GPS unit. The locations of natural resources and other pertinent information identified during the field investigation will be incorporated into a basemap for the 30%

design plans. A technical memorandum will be prepared and consist of a description of the natural resources identified, RTE species and habitat, and other valuable information. A map of the natural resources, photographs, and a summary of potential permitting/approval requirements will be included in the memo as well.

A Vermont Department of Environmental Conservation (VTDEC) wetlands verification to confirm the wetland boundaries will *not* be conducted during this phase of the project.

Deliverables: Technical Memorandum

TASK 4

Develop Alternatives

4A. Conceptual Alternatives

Following the completion of field investigations and desktop analysis, D&K will prepare conceptual alternatives showing general locations, sizes, and types of stormwater practices that respond to the existing use and water quality concerns of the site and the locations of any feasible wetlands restoration.

4B. Alternatives Design Review Meeting

Following the completion of the Conceptual Alternatives, we will present and review the alternatives at a virtual meeting with the WCNRCD, SEVCA, and additional stakeholders.

Deliverables: Conceptual Alternative Plans & Meeting Notes

TASK 5

30% Design

5A. 30% Stormwater Plans

Following the completion of field investigations and desktop analysis, and based on input from the alternatives meeting, D&K will prepare a Conceptual 30% Stormwater Design. We anticipate the 30% Design will include a site plan identifying the approximate footprints and locations of the proposed stormwater practices, associated landscape plan, and a sheet of typical design details.

5B. 30% Wetland Restoration Plans

D&K will prepare wetland restoration plans that include a typical planting plan, a list of species, and a sheet of typical details. Should wetland restoration not be appropriate for this location, we will provide alternate design options such as meadow plantings.

5C. Draft Opinion of Probable Construction Cost (OPCC)

D&K recognizes that current inflation rates are impacting all aspects of project development. Our goal is to develop an accurate OPCC and deliver an implementable project. To achieve that goal, the D&K team will develop a preliminary OPCC for the proposed designs using the most recent available VTrans Average Price List and draw on our in-house experience based on bid tabulations for recent projects.

5D. Draft Design Report

D&K will prepare a Draft Design Report for the project. The report will provide information regarding site conditions and watershed map; explain the proposed stormwater designs and treatment efficiency; describe wetland restoration efforts; and include site photos and an OPCC (Task 5C) to construct the proposed practices. The report will also identify local and/or state permits that will be needed for design implementation. We will make one round of revisions.

5E. 30% Design Review Meeting

Following the completion of the 30% Design Plans, we will present and review the plans at a virtual meeting with the WCNRCD, SEVCA, and additional stakeholders. We will make one round of revisions.

5F. Final Documents

After the 30% Design Review Meeting, D&K will make necessary revisions and submit the final documents.

Deliverables: Draft and Final 30% Stormwater Plans, 30% Wetland Restoration Plans, OPCC, and Design Report; Meeting Notes



QUALIFICATIONS



FIRM OVERVIEW

Established in 1962, D&K provides multidisciplinary planning, design, and construction phase services to municipal, state, and federal clients. With 10 offices in New England and New York, D&K employs over 170 planners, landscape architects, engineers, scientists, designers, surveyors, technicians, permitting specialists, and support personnel. We have supported regional commissions, municipalities, and state agencies with a wide range of planning and engineering services. Our relevant in-house services include:

- » Landscape Architecture
- » Land Use Planning
- » Public Engagement/Meetings and Outreach
- » Community Planning
- » Outdoor Recreation and Trails Planning
- » Permitting, NEPA, and Natural Resource Planning
- » Master Planning
- » Transportation Planning and Engineering
- » Utility Design, Identification, and Coordination
- » Drainage and Stormwater Management
- » Bicycle and Pedestrian Facility Design
- » State and Federal Wetlands Permitting
- » Water Resources Engineering
- » Survey and Right of Way
- » Construction Cost Estimating
- » Construction Administration and Observation

LANDSCAPE ARCHITECTURE

D&K provides planning and design services that enhance both the built and natural environments. Our landscape architects carefully consider the cultural and physical context of each project site to create landscape solutions that serve people and the environment. D&K's team of licensed professionals have expertise in community planning, landscape architecture, horticulture, and urban design. At D&K, we recognize the power of well-designed spaces to foster a strong sense of place and community connection. With extensive experience working with urban and rural communities across New England and beyond, our team is dedicated to creating meaningful, resilient places.

D&K's landscape architects and designers lead a variety of project types and work collaboratively with our in-house multidisciplinary engineers, environmental specialists, and surveyors to provide project design services. Our team members think holistically about how we experience a place and how it fits into larger ecological and social networks. We integrate technical knowledge with artistry, supporting community planning, economic revitalization, and climate resiliency while maintaining a focus on community goals and desires through robust engagement strategies. Our project work encompasses master plans for new and mixed-use development, urban design, public park and open space design, trails and greenways, campus planning, commercial site design, streetscape improvements, and active transportation.

STORMWATER

D&K professionals include stormwater engineers with experience designing treatment and control measures to comply with state and federal standards for new development and redevelopment projects and as retrofits for existing sites. Our staff are experienced with engineering fundamental, durable drainage improvements, as well as stormwater management plans designed to meet the key elements of the stormwater standards, including water quality treatment, channel protection volume, groundwater recharge, overbank flood protection, and extreme flood protection.

Specific BMP design experience includes:

- » Wet swale, dry swale
- » Pond systems
- » Extended detention wetland
- » Infiltration systems
- » Pervious surfaces
- » Bioretention
- » Rain gardens
- » Non-structural measures and credits, such as disconnection of impervious surfaces
- » Underground storage using pipes with weir plates and modular plastic chambers
- » Hydrodynamic swirl separators



WETLANDS

Wetlands are critical ecosystems that support biodiversity, improve water quality, and provide natural flood mitigation. D&K has a longstanding reputation for delivering high-quality wetland services across Vermont and the Northeast.

Our team includes certified wetland scientists, engineers, surveyors, landscape architects, and permitting specialists who collaborate to provide comprehensive wetland delineation, restoration, mitigation, and permitting services. D&K's professionals have successfully supported a wide range of clients—including landowners, municipalities, and state agencies—to develop and implement restoration plans that address site-specific challenges and regulatory requirements. Our wetland scientists bring deep technical knowledge in habitat restoration, invasive species control, revegetation, erosion control, streambank stabilization, and long-term monitoring. We have experience navigating complex permitting processes and have a strong track record of compliance with federal, state, and local wetland regulations.

Our approach is rooted in science and collaboration. We begin with thorough site investigations, engage directly with clients and regulators, and develop tailored restoration strategies that are both ecologically sound and feasible to implement. Whether restoring degraded wetlands, enhancing natural hydrology, or supporting phosphorus reduction goals, D&K delivers solutions that promote long-term ecological resilience and regulatory success.

D&K natural resource services include:

- » Wetland Delineations
- » Wetland Restoration Plans
- » Wetland Functions & Values Assessment
- » Wetland Compensatory Mitigation
- » Rare, Threatened, Endangered Plant/Animal Inventory & Mitigation
- » Fish & Wildlife Inventory
- » Stream Assessment, Stabilization, & Restoration
- » Aquatic Organism Passage
- » Vegetation/Planting Plans
- » Invasive Species Inventory
- » Bat Habitat Assessment & Acoustic Presence/Absence Survey
- » NEPA Documentation
- » Federal & State Permitting

TEAM MEMBERS

A summary of D&K's project team members and their related experience and expertise follows. Resumes are included at the end of the document.



EMILY LEWIS, PLA, LEED AP
Project Manager/Lead
Landscape Architect

Emily has 19 years of experience with multidisciplinary projects, including transportation, complete streets, parks, and trails, as well as land planning projects and stormwater management facilities. She has significant experience in community outreach, including facilitating meetings and design charrettes and presenting to community groups and local governments. Emily has served as the landscape architect for several downtown economic, multimodal transportation, and stormwater revitalization master plans, including Fairlee, Bethel, and currently Lunenburg, VT. Her stormwater expertise includes multiple bioretention facilities, including the recently completed Fair Haven Park and Ride. Prior to joining D&K, she supported the landscape design for green stormwater infrastructure practices for multiple Maryland State Highway Administration roadway and highway projects and was an associate designer for wetland and stream restoration projects in rural Maryland. *Responsibilities: Emily will serve as lead point of contact, manage the project, and support field evaluation and site design.*



ANDREA HAYNES, PLA
Landscape Architect

Andrea has 12 years of experience providing landscape architecture and stormwater management design for public and private institutions, municipalities, recreation facilities, and homeowners. She brings current, hands-on experience working with the public and other project stakeholders to understand and develop design documents that lead to the construction of projects that meaningfully address stakeholder desires within established budgets. Prior to joining D&K, Andrea managed the Stormworks Program for Upstream, leading the design and installation of sustainable landscapes and GSI throughout the Pittsburgh, PA, region. She also taught courses for landscape professionals on stormwater management and implementation of green infrastructure projects at the residential scale through the Phipps Conservatory Sustainable Landcare training program. *Responsibilities: Andrea will support design and preparation of the OPCC*



CHRIS RIVET, PE
Project Engineer

Chris has 15 years of stormwater engineering experience, as well as experience in site/civil design and permitting. He has prepared designs, observed construction, and performed compliance requirements for projects that cover the current stormwater permitting programs. His design work includes a range of site development, renewable energy, and culvert projects. Chris has served as the project manager and lead engineer for projects following the VTrans MAS development process, including the Bridgewater, Pittsfield, and Wardsboro sand and salt shed projects. Chris worked on the Bethel stormwater master plan and subsequent Falcon Drive project, and is leading the design and construction administration for the Fairlee Route 5 stormwater project. He has also led stormwater projects for schools, MHCs, and communities across Vermont. *Responsibilities: Chris will support engineering tasks, technical evaluations and development of conceptual designs.*



AIMEE RUTLEDGE, PWS, CPESC, CPSWQ
Senior Environmental
Technical Lead

Aimee has 27 years of experience completing environmental work, including environmental assessments; wetland delineations, and mitigation site design and monitoring; restoration design; ecological assessments; wildlife inventory and assessments; threatened and endangered species surveys; wetland functions and values assessments; and erosion and sediment control design and monitoring. Aimee is skilled in communicating with government, academic, and industry researchers and scientists, including attending meetings with third parties/clients and representing clients at public meetings and hearings. She is experienced at navigating the state and federal regulations and permits in Vermont, and has established working relationships with the state agencies and staff. Aimee has worked on various watershed projects providing stormwater design, erosion prevention, watershed analysis, and preparing ArcGIS maps. *Responsibilities: Aimee will provide senior-level oversight of natural resources investigations.*



AARON MARCUS, PWS
Wetland Scientist/Botanist

Aaron has 17 years of experience in botany and natural resources. Aaron has conducted thousands of rare plant surveys across Vermont and specializes

in teaching the ecology of rare plants of wetlands, rivers and lakes and their responses to global change. At D&K, Aaron provides wetland delineations and assessments, permitting assistance, and plant identification services for civil/site, structural, transportation, and aviation engineering projects throughout New England and Pennsylvania. Aaron recently provided natural resources investigation and assisted with the development of wetland and stream restoration for a manufactured home community in Hinesburg. *Responsibilities: Aaron will conduct in-field evaluations of natural resources, including wetlands and rare threatened and endangered species, along with possible invasive species.*



KAIT CAMPBELL
Landscape Designer

Kait has three years of experience working with municipalities, as well as public and private institutions to develop plans for streetscapes, town and village plans, large campuses,

local sites, and municipal recreation. She has five years of additional experience in landscape maintenance and installation, with a specialty in perennial maintenance. She uses a range of tools for her project work, including ArcGIS, Adobe Creative Cloud, QGIS, and AutoCAD. Kait has supported public engagement and design efforts for multiple design and planning projects, including recent environmental design efforts at Lake Raponda in Wilmington and Gates Pond Road in Whitingham. *Responsibilities: Kait will support conceptual and preliminary design documents.*



RELEVANT PROJECTS

Fair Haven Park-and-Ride Fair Haven, VT

D&K was selected via the VTrans At-The-Ready design process to assist the town to redesign the Park-and-Ride and make improvements to lighting at the adjacent Village Green/Park.

The Park-and-Ride project is located on the west side of VT 22A, adjacent to and inside the Village Green. Renovations include the reconfiguration of parking with bulb-outs and pedestrian walkways and

a network of greenspace, including retrofitted bioretention facilities for stormwater management. Bioretention landscaping includes native deciduous trees, shrubs, and herbaceous plantings, with additional trees and shrubs to complement the walkways and shade the parking bays. D&K created a bioretention maintenance manual to assist the town with long-term survivability. This project was installed in 2024.





Rain Garden and Bulb-out, Merchants Row Randolph, VT

To collect, infiltrate, and treat stormwater from a one-block, one-way street with sidewalks, D&K designed a rain garden and sidewalk extension. The project disconnects a significant amount of impervious surface from the municipal closed drainage system and provides additional space for pedestrians

to safely navigate the crossings at this four-way intersection. D&K provided survey, engineering, permitting, and landscape architecture for the successful completion of this project. The project was installed in 2020 and is still successfully in operation with vigorous vegetation.

Brattleboro Farmers' Market Rain Gardens Brattleboro, VT

D&K assisted the town and the Windham County Natural Resources Conservation District to develop a plan to address stormwater concerns for the Whetstone Brook. The Farmers' Market's high usage and location near an urban area raised concerns about its impacts on the water quality of adjacent waterways. The site is heavily used on market days and contains compacted parking areas, permanent market structures, and bank erosion, while sitting within the floodplain and floodway. Due to this

siting, any stormwater solutions must be non-structural, consider the chance of repeated future flooding, and take into account the use and circulation patterns of the site. D&K assessed the site and coordinated with the Farmers' Market Manager to develop conceptual alternatives for stormwater mitigation resulting in 30% designs, including rain gardens, bank stabilization/revegetation, and removal of gravel drive and parking areas. The final product also included conceptual landscape and signage plans.



Rollerdome Wetland Restoration VT DEC, Brattleboro, VT

D&K assisted a private landowner with a Vermont Department of Environmental Conservation with a Notice of Alleged Violation for unauthorized vegetation removal and earthwork in a state-regulated wetland and buffer. D&K conducted a forensic wetland delineation using GPS mapping and site flagging, drafted a technical memorandum with findings

and remediation recommendations, and prepared a Restoration Plan. The Restoration Plan, approved by the VTDEC District Wetlands Ecologist, included fill removal, planting, invasive species management, and post-restoration monitoring, aligning with state requirements to support long-term wetland health. Monitoring of the restoration site is ongoing.

Wetland Restoration & Permitting Sunset Lake Co-op, Hinesburg, VT

D&K assisted the manufactured home community with wetland and stream restoration and permitting at Sunset Lake Co-op in Hinesburg. D&K coordinated closely with the VTDEC District Wetlands Ecologist and Co-op to verify impacts, develop a restoration plan, and secure after-the-fact permits. The restoration plan included plantings, earthwork, stormwater management,

erosion controls, and a monitoring plan. D&K field naturalists oversaw the restoration and stormwater swale construction and worked with the contractor to develop adaptive management strategies. Monitoring of the restoration site is proposed for up to three years to ensure compliance and stability.



Gates Pond Road Conceptual Stormwater Study and Conceptual Plan Whitingham, VT

D&K is evaluating the existing stormwater management and runoff issues along Gates Pond Road in the Village of Jacksonville. D&K landscape architects and engineers are identifying best management practices to improve water quality and community resilience for this village center with several hazard issues and multiple outfalls into the East Branch of the North River. The project includes desktop review, field assessments and data collection, mapping

of existing drainage patterns and site constraints, stakeholder engagement, and development of a conceptual plan with potential projects. A final report will also discuss the project area conditions, potential project feasibility, anticipated water quality benefits, permitting and budgeting needs, and implementation. The proposed projects will be uploaded for inclusion on the VTDEC Watershed Projects database.

Lakewise Assessments Silver Lake, Barnard, VT

Working in coordination with the Lake Wise Program Coordinator, the DEC Tactical Basin Planner, and local organizations, D&K completed Lake Wise assessments for Silver Lake. D&K held and promoted a public meeting, to educate homeowners on best land management practices along lake shores to reduce erosion, stormwater runoff, and nutrient pollution. Homeowners were encouraged to sign up for a Lake Wise assessment at the meeting. All property owners received a user-

friendly report highlighting what they were doing well and customized recommendations on where to make improvements for shoreline health. In addition to individual assessments, D&K identified and prioritized larger erosion and stormwater projects suitable for future funding through the Clean Water Initiative Program (CWIP). New Project Forms were submitted to ANR Online for seven potential projects that would have the greatest potential for positive impacts on water quality.





Stormwater Master Plan Bethel, VT

D&K developed a plan to improve accessibility, connectivity, and economic development opportunities for Bethel's village, an area of approximately 0.06 square miles. As a small village with an unusually high number of recreation facilities, sites, and historic commercial properties, Bethel sought to improve access for persons with disabilities, wayfinding, and its streetscape. There were five key focus areas: Accessible Streets; Accessible Parks; Village Vitality, including branding, accessibility improvements, wayfinding, and facade improvements; Community Capacity, including the resources needed for the Town to implement project ideas; and clean water. The clean water component

included a holistic evaluation of how to collect and treat stormwater, as well as take advantage of placemaking opportunities presented by green stormwater practices. It reviewed 13 sites using scoring criteria, including drainage area, soil type, property ownership, environmental conflicts, and town priority. The review also used ranking criteria, including physical storage capacity, phosphorus reduction, and sediment reduction. Five sites were selected for further study and were advanced to 30% design documents. Subsequently, D&K worked with the town to develop final designs for one of these sites at Falcon Drive.

Fairlee Route 5 Stormwater Improvements Fairlee, VT

To improve the overall function and aesthetic of the corridor, reduce stormwater impacts on businesses along US 5, and successfully implement the proposed green stormwater treatment practices to manage runoff, the town used Municipal Mitigation Grant funding through the VTrans Municipal Assistance Section (MAS) to complete the design and implementation of green stormwater infrastructure. D&K provided engineering design services for green stormwater infrastructure at three locations—in front of the Lakeside Automotive, Samurai Soul Food, and

Country Supply businesses. D&K's services and deliverables included attending stakeholder meetings, providing a topographic survey, base mapping and resources, preliminary plans, permitting, right-of-way plans and acquisition process, design and contract plans, landscaping, OPCCs, assistance with the bidding and award process, and construction services. This project was a result of a prior D&K project for a Green Stormwater Management Plan, part of the Main Street to Morey Route 5 Corridor Plan, a Better Connections Project.



REFERENCES

TOWN OF BETHEL

Therese Kirby, Town Manager
betheltownfinance@comcast.net
802.234.9340

TOWN OF FAIRLEE

Gene Craft, Town Administrator
TownAdministrator@fairleevt.gov
802.333.4363 x2

SUNSET LAKE COOPERATIVE

Cooperative Development Institute
Annik Paul, Senior WISP Associate
apaul@cdi.coop
413.665.1271

TASK	<i>Emily Lewis</i>	<i>Andrea Haynes</i>	<i>Chris Rivet</i>	<i>Aimee Rutledge</i>	<i>Aaron Marcus</i>	<i>Kait Campbell</i>	<i>Total Hours</i>
Task 1. Project Management							
A. Kickoff Meeting and Site Visit	6		6				12
B. Project Management							
Task 2. Existing Conditions							
A. Utilities						2	2
B. Natural Resources Evaluation				1	4		5
C. Soils Assessment			1			2	3
D. Existing Conditions Site Plan						8	8
Task 3. Natural Resources Investigation							
A. Base Mapping				2	24	8	34
Task 4. Develop Alternatives							
A. Draft Preliminary Designs	2	1	3		2	12	20
B. Final Design	2		1				3
Task 5. 30% Design							
A. 30% Stormwater Plans	6	2	4			24	36
B. 30% Wetland Restoration Plans	4			1	12		17
C. Draft OPCC	2	6	2				10
D. Draft Design Report	4		2	1		12	19
E. 30% Design Review Meeting	2		2				4
F. Final Documents	1	1	1			4	7
Total Hours	29	10	22	5	42	72	180

DIRECT LABOR	<i>Emily Lewis</i>	<i>Andrea Haynes</i>	<i>Chris Rivet</i>	<i>Aimee Rutledge</i>	<i>Aaron Marcus</i>	<i>Kait Campbell</i>	<i>Total Hours</i>
Total Hours	29	10	22	5	42	72	180
Standard Rates	\$140	\$115	\$158	\$165	\$110	\$105	
Total Hours	\$4,060	\$1,150	\$3,476	\$825	\$4,620	\$7,560	\$21,691

DIRECT EXPENSES			
Subsistence	Vehicles	380 mi @ \$0.76	\$289
Administrative Fee			\$21
Total Hours			\$310

COST SUMMARY	
Total Labor Cost	\$21,691
Direct Expenses	\$310
Total Hours	\$22,000



EMILY LEWIS, PLA, LEED AP

Project Manager/Landscape Architect

EDUCATION

M.S., Environmental Sciences and Policy,
Johns Hopkins University, 2016

Bachelor of Landscape Architecture,
Pennsylvania State University, 2007

REGISTRATION

Professional Landscape Architect: VT
133745, NH 227, MD 3695, ME LAR5923

Bethel for All Accessibility and Stormwater Plan, Bethel, VT. Landscape Architect for a plan to improve accessibility, connectivity, and economic development opportunities for Bethel's downtown. As a small village with an unusually high number of recreation facilities and sites and historic commercial properties, Bethel sought to improve access for persons with disabilities (mental, sensory, and physical), wayfinding, and its streetscape. The plan includes a holistic evaluation of how to collect and treat stormwater, and takes advantage of placemaking opportunities presented by green stormwater practices. Led the development of a Conceptual Stormwater Management and Green Infrastructure Report to evaluate 13 potential project sites and create 30% designs for four priority sites.

Stormwater Improvements, Main Street to Morey, Fairlee, VT. Landscape Architect to improve the overall function and aesthetic of the corridor, and reduce stormwater impacts on businesses along VT 5. Led the development of a Conceptual Stormwater Management and Green Infrastructure Report to evaluate 19 potential project sites and create 30% designs for five priority sites. Recommended practices including bioretention, infiltration basin, grass swale, and infiltration trench. The Town subsequently received a Municipal Mitigation Grant to complete the design and implementation of green stormwater infrastructure.

Rain Garden and Bulb-out, Merchant's Row, Randolph, VT. Landscape Architect to design improvements for the one-block, one-way street. The design included two bulb-outs to clarify traffic flow and pedestrian crossings—one for outdoor dining space for adjacent restaurants and one for stormwater management. The project disconnects a significant amount of impervious surface from the municipal closed drainage system and provides additional space for pedestrians to safely navigate the crossings at this four-way intersection. Planted entirely with native plants, the bioretention facility has completed its fourth growing season with very little plant mortality. Volunteer maintenance removes weeds and prunes plant materials in the early spring, rather than late fall, to provide habitat for overwintering insects. Responsible for planting plan, detail development, and planting review.

Farmers' Market Rain Gardens, NRCD, Brattleboro, VT. Project Manager and Landscape Architect to develop a plan to address stormwater concerns for the Whetstone Brook. The Farmers' Market is heavily used on market days and contains compacted parking areas, permanent market structures, and bank erosion, while sitting within the floodplain and floodway. Assessed the site and coordinated with the Farmers' Market Manager to develop conceptual alternatives for stormwater mitigation resulting in 30% designs, including rain gardens, bank stabilization/revegetation, and removal of gravel drive and parking areas. The final product also included conceptual landscape and signage plans.

Park-and-Ride Improvements, Fair Haven TAP TA 20(8), Fair Haven, VT. Landscape Architect to redesign the Park-and-Ride and make improvements to lighting at the adjacent Village Green/Park. The Park-and-Ride project is adjacent to VT 22A and the Village Green. Renovations included the reconfiguration of parking with bulb-outs and pedestrian walkways, Level 2 and Level 1 EV charging, and a network of greenspace including retrofitted bioretention facilities for stormwater management. Stormwater bioretention landscaping included native deciduous tree, shrub, and herbaceous plantings, with additional trees and shrubs to complement the walkways and parking bays.



ANDREA HAYNES, PLA

Landscape Architect

EDUCATION

Master of Landscape Architecture, Cornell University, 2014

Certificate in Urban Environmental Education, Civic Ecology Lab, Cornell University, 2019

B.A. Fine Arts, Art History Minor, University of Delaware, 1999

REGISTRATION

Professional Landscape Architect: VT 133802; PA 003308

Vermont Shoreland Erosion Control and Restoration Training (SECRT) VT ANR

Lake Wise Assessments, Silver Lake, Barnard, VT. Project Manager to conduct Lake Wise assessments for Silver Lake. Promoted and conducted a public meeting to educate homeowners on best land management practices along lake shores to reduce erosion, stormwater runoff, and nutrient pollution, and encourage homeowners to sign up for a Lake Wise assessment. Five out of twelve assessed properties earned the Lake Wise Award for meeting the four criteria in the DEC Lake Wise survey. Provided user-friendly reports to property owners with recommendations regarding improvements to shoreline health. In addition to individual assessments, identified and prioritized larger erosion and stormwater projects suitable for future funding through the Clean Water Initiative Program (CWIP). Submitted new project forms to ANR for seven projects with the greatest potential for positive impacts on water quality. Responsible to lead the project team, coordinate with stakeholders, provide site reviews and reports, and lead public engagement efforts.

Stormwater Improvements, Main Street to Morey, Fairlee, VT. Landscape Architect to successfully implement green stormwater treatment practices and enhance aesthetics along US 5. There are three project locations: in front of the Lakeside Automotive, Samurai Soul Food, and Country Supply businesses. Services provided include attending stakeholder meetings, providing a topographic survey, base mapping and resources, preliminary plans, permitting, right-of-way plans and acquisition process, contract plans, OPCC, assistance with the bidding and award process, and construction services. The town utilized Municipal Mitigation Grant funding through the VTans MAS to complete the design and implementation of green stormwater infrastructure. Responsible for the planting design and rain garden maintenance plan.

Shoreline Erosion Control, WCCD, Lake Raponda, Wilmington, VT. Design Manager and Landscape Architect for a shoreline stabilization project. The town's public Green Mountain Beach eroded in multiple places, including along the road to the beach access and at swimming areas and fishing spots, and was identified as a high-priority location for erosion control through a VT ANR Lake Wise assessment. D&K worked with the town, local stakeholders, VT ANR, and the Windham County Natural Resources Conservation District to identify improvements to the beach, including infiltration steps, grass pavers, dry stacked stone walls, plunge pools, stone toes, additional vegetation, and bioswale retrofits. The goals of the improvements included reduction of erosion as well as improved beach access by the public. Responsible for the site evaluation and conceptual design.

Stormwater Scoping Study and Conceptual Plans, Gates Pond Road, Whitingham, VT. Landscape Architect for the scoping study and conceptual plans for Gates Pond Road. The road contributes both to water quality issues in downstream waterways and flooding impacts to homes downstream and village infrastructure. This project takes steps to mitigate concerns to improve water quality and flood resilience and river encroachment that is a severe threat to infrastructure in the village. Responsible for developing conceptual designs.



CHRIS RIVET, PE

Project Engineer

EDUCATION

B.S., Civil Engineering, Norwich University, 2010

REGISTRATION

Professional Engineer: VT 109341

Stormwater Improvements, Main Street to Morey, Fairlee, VT. Project Manager to successfully implement green stormwater treatment practices and enhance aesthetics along US 5. There are three project locations: in front of the Lakeside Automotive, Samurai Soul Food, and Country Supply businesses. Services provided include attending stakeholder meetings, providing a topographic survey, base mapping and resources, preliminary plans, permitting, right-of-way plans and acquisition process, contract plans, opinion of probable construction costs, assistance with the bidding and award process, and construction services. The town utilized Municipal Mitigation Grant funding through the VTrans MAS to complete the design and implementation of green stormwater infrastructure.

Bethel for All Village Accessibility and Stormwater Master Plan, Bethel, VT.

Project Engineer to develop a plan to improve accessibility, connectivity, and economic development opportunities for the village. As a small village with an unusually high number of recreation facilities and sites and historic commercial properties, Bethel sought to improve access for persons with disabilities, wayfinding, and its streetscape. D&K's planners led the team, including an economic development consultant and accessibility specialist firm, and shared a substantial public engagement effort. The plan will be a first-of-its-kind accessibility document for a Vermont community and includes items such as design guidelines to help businesses improve access for patrons who have mental, sensory, and physical disabilities, and discrete action items designed to enhance accessibility for civil/streetscape/facility design practices and the construction phase itself. Responsibilities included reviewing stormwater infrastructure information, project coordination, and attending meetings and site visits. Prepared conceptual stormwater design, BMPs, and calculations, an opinion of construction costs, and summaries.

Stormwater Improvements, Barre Auditorium, Central Vermont Regional Planning Commission, Barre, VT. Project Engineer for stormwater improvements to a municipally owned arena and auditorium site, which includes 10 acres of impervious surfaces. Provided client coordination, evaluation, and design for alternatives; reviewed and coordinated development of the Engineering Feasibility Analysis; and attended site visits.

Green Schools, Stormwater Evaluation and Design, Statewide, VT.

Stormwater Engineer for feasibility studies and design of stormwater improvements for the following schools under the Vermont Green Schools Initiative Phase I: North Country Union High (Newport), Northern Vermont University (Johnson), Newport City Elementary School (Newport), Poultney Elementary School (Poultney), and Spaulding High School (Barre). The Green Schools Initiative aims to reduce stormwater runoff and pollution entering Lake Champlain and Lake Memphremagog from school grounds and to meet the state Three-Acre General Permit stormwater regulation. Responsible for evaluation, design, and permitting assistance.



AIMEE RUTLEDGE, PWS, CPESC, CPSWQ

Senior Environmental Technical Lead

EDUCATION

B.S., Environmental Management,
University of Rhode Island, 1999

CERTIFICATIONS

Society of Wetland Scientists, Professional
Wetland Scientist: 2238

Certified Professional in Erosion and
Sediment Control: 4647

Certified Professional in Stormwater
Quality: 732

VT Natural Shoreland Erosion Control
Practices Certification

Roller Dome Wetland Restoration, VT DEC, Brattleboro, VT. Project Manager and Wetland Scientist assisting the VT DEC with a Notice of Alleged Violation for unauthorized vegetation removal and earthwork in a state-regulated wetland and buffer. Conducting a forensic wetland delineation using GPS mapping and site flagging and preparing a technical memorandum with findings and remediation recommendations. The restoration plan includes fill removal, planting, invasive species management, and post-restoration monitoring, aligning with state requirements to support long-term wetland health.

Sunset Lake Co-op, Wetland Restoration and Permitting, Hinesburg, VT.

Project Manager assisting the Sunset Lake Co-op and DEC with wetland and stream disturbances. Coordinating with the DWE to verify impacts and secure after-the-fact permits. The restoration plan includes plantings, earthwork, stormwater management, erosion controls, and a monitoring plan. Services include preparing a Wetlands General Permit and Shoreland Project Registration, construction phase services, and site monitoring for up to three years for compliance and stability

Stormwater Improvements, Main Street to Morey, Fairlee, VT. Wetland Scientist to improve the overall function and aesthetic of the corridor, reduce stormwater impacts on businesses along VT 5, and successfully implement the proposed green stormwater treatment practices to manage runoff. The project implements stormwater infiltration and treatment practices in front of Lakeside Automotive, Samurai Soul Food, and Country Supply. Responsibilities included coordinating the firm's wetland delineation and reviewing related deliverables. The town utilized Municipal Mitigation Grant funding through the VTrans MAS to complete the design and implementation of green stormwater infrastructure.

Dog River Restoration and Drainage Design, Roxbury, VT. Senior Environmental Technical Lead responsible for coordination with the town and VT DEC District Wetlands Ecologist to address maintenance requirements following project construction. Site challenges and proposed project objectives include removal of sediment buildup in the river and drainage channels, maintenance equipment access, beaver dams, and permitting.

VTrans Natural Resources Services Term Agreements, Statewide, VT. Senior Environmental Analyst and Project Manager responsible for managing several task assignments; performing wetland delineation; stream assessment; RTE species identification; and state and federal permitting. Under numerous term contracts, provided a wide range of environmental services, including wetland delineations, wildlife connectivity analyses, stream channel characterization, state and USACE wetland permitting, bat surveys, and rare mussel surveys and relocation. Selected project follows:

- **Main Street Bridge Replacement, BF RAIZ(2) Burlington, Winooski.** D&K Project Manager/Senior Environmental Technical Lead responsible to lead natural resources evaluation and documentation for the replacement of a circa-1929, three-span, 350-ft-long structure. This bridge serves as the only surface street access over the Winooski River and carries approximately 25,000 vehicles per day. Principal tasks include identification and documentation of wetlands and identification and documentation of RTE plants, and coordination with subconsultants to perform bat acoustic surveys, mussel surveys, and freshwater fish species surveys.



AARON MARCUS, PWS

Wetland Scientist

EDUCATION

B.S., Conservation Biology, SUNY ESF, 2006

CERTIFICATIONS

Society of Wetland Scientists, Professional Wetland Scientist: 4040

Advanced Certificate in Field Botany/
Floristics (Native Plant Trust)

Vermont Natural Shoreland Erosion
Control Certification, VT ANR

Natural Resources Investigation, VT BGS, Vergennes, VT. Wetland Scientist for review of two parcels potentially containing wetlands. Evaluated and mapped Class II and Class III wetlands in a complex wet clayplain matrix with sub-meter accuracy GPS. Tasks included evaluation of potential bat roost trees and identifying and documenting of new, RTE, and uncommon plant populations. Deliverables included VTDEC verification, GPS mapping, species, and a natural resources technical memo. Provided coordination among stakeholders, completed a site visit, and obtained verification from the VT DEC.

Emergency Slope Repairs, Broad Brook Road, Royalton, VT. Wetland Scientist providing a natural resource inventory for a slope failure resulting from the July 2023 flooding event on Broad Brook Road. The natural resource inventory included identification of wetlands; ordinary high water (OHW); bankfull width; rare, threatened, and endangered species; and potential bat habitat trees. Evaluated ordinary high water elevation and flagged in the field for the basemap. Mapped and verified wetland areas.

Natural Resource and Wetlands Identification, VTrans, Burlington-Winooski RAIZ(21), VT. Wetland Scientist to delineate state- and federally regulated freshwater wetlands and waterways. Delineations made in accordance with USACE 1987 Wetland Delineation Manual, 2012 Regional Supplement for the Northcentral and Northeast Region, and Ordinary High Water Mark Guidance. Surveyed 75-foot wetland buffer around study areas. Identified anticipated impacts to known natural resources.

Three-Acre Permitting Assistance for Manufactured Housing Communities, VT DEC, Various, VT. Wetland Scientist for natural resource identification and permitting assistance for eight MHCs located within the sensitive Lake Champlain and Lake Memphremagog watersheds to comply with the Stormwater General Permit. Projects included natural resources identification, design, and permitting to improve stormwater runoff and water quality. Natural resource identification, included wetland and surface waters, RTE plants, and bat roosting habitat. Responsible for wetland delineation.

Sunset Lake Co-op, Wetland Restoration and Permitting, Hinesburg, VT. Wetland Scientist assisting the Sunset Lake CoOp and DEC with wetland and stream disturbances. Coordinating with the DWE to verify impacts and secure after-the-fact permits. The restoration plan includes plantings, earthwork, stormwater management, erosion controls, and a monitoring plan. Services include preparing a Wetlands General Permit and Shoreland Project Registration, construction phase services, and site monitoring for up to three years for compliance and stability. Responsible for the natural resources id field work prior to the wetland disturbance, site investigation in response to the wetland disturbance, and assistance with development of the restoration plan and permitting

Weybridge Slope Stabilization, Weybridge, VT. Wetland Scientist to provide NEPA permitting for a stabilization project to address a slope failure from flood damage. Responsible for bat habitat assessment; OHW and wetland delineation; rare plant species identification, inventory, and seed collection; and rare plant mitigation strategy development. The project required close coordination with VTDEC Wetlands Program and VT Fish & Wildlife and will include state and federal stream and wetlands permitting and a rare plant mitigation plan.



KAIT CAMPBELL

Landscape Designer

EDUCATION

M.S., Ecological Design, The Conway School, 2023

CERTIFICATIONS

Certificate in Permaculture Design (CPD)
Sowing Solutions, North Adams, MA, 2021

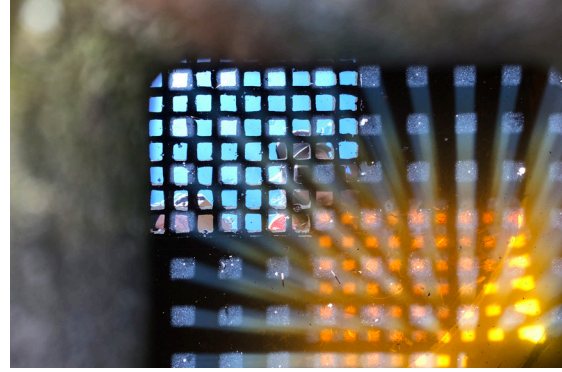
Lake Wise Assessments, Silver Lake, Barnard, VT. Landscape Designer to conduct Lake Wise assessments for Silver Lake. Promoted and conducted a public meeting to educate homeowners on best land management practices along lake shores to reduce erosion, stormwater runoff, and nutrient pollution, and encourage homeowners to sign up for an assessment. Provided user-friendly reports to property owners with recommendations regarding shoreline health. Identified erosion and stormwater projects for future funding through the CWIP. Submitted to ANR seven new project forms with the greatest potential for positive impacts on water quality. Responsible to lead the public meeting and provide site reviews, project reports, and submittals.

Shoreline Erosion Control, WCCD, Lake Raponda, Wilmington, VT. Landscape Designer and Community Planner for a shoreline stabilization project. The town's public Green Mountain Beach has eroded at multiple locations, including along the road to the beach access and at swimming areas and fishing spots and was identified as a high-priority location for erosion control through a VT ANR Lake Wise assessment. With roads surrounding 75% of the lake, runoff impacts the shoreline and the water quality. D&K worked with the town, local stakeholders, VT ANR, and the Windham County Natural Resources Conservation District to identify improvements to the beach, including infiltration steps, grass pavers, dry stacked stone walls, plunge pools, stone toes, additional vegetation, and bioswale retrofits. The goals of the improvements included reduction of erosion as well as improved beach access by the public. Responsible for compiling basemap information.

Dog River Pedestrian Scoping Study, Northfield, VT. Landscape Designer to identify alternatives for a sidewalk or path connecting Dog River Park to the Town Common. Challenges include access management across wide parking lots and roads, accessibility for all residents, and a railroad crossing. This project will also connect Green Mountain Apartments and the Senior Center. Responsible to conduct public engagement meetings, work with team members to assess existing conditions, develop alternatives, and develop opinions of probable construction cost.

Stormwater Scoping Study and Conceptual Plans, Gates Pond Road, Whitingham, VT. Landscape Designer for the scoping study and conceptual plans for Gates Pond Road. The road contributes both to water quality issues in downstream waterways and flooding impacts to homes downstream and village infrastructure. This project takes steps to mitigate concerns to improve water quality and flood resilience and river encroachment that is a severe threat to infrastructure in the village. Responsible for assisting with the development of conceptual designs.

ARPA Healthy Homes, VT DEC, Various Locations, VT. Landscape Designer/Community Planner assisting in the development of Preliminary Engineering Reports (PERs) for mobile home communities throughout the state to identify needs for improvements to wastewater, potable water, and stormwater infrastructure and systems and address a backlog of failing wastewater, potable water, and stormwater system infrastructure. Responsible in assisting with GIS mapping for each site. D&K received an award for Engineering Excellence from ACEC-VT for this project in 2024.



SUBMITTED TO:

Cory Ross

Executive Director

*Windham County Natural Resources
Conservation District*

E: ross.wcnrcd@gmail.com

SUBMITTED BY:

Andrea Poulos, PE

Project Manager, Environmental Engineer

Bowman Consulting Group Ltd.

478 Blair Park Rd

Williston, VT 05495

P: 802.879.6331 x5989

E: andrea.poulos@bowman.com

bowman.com

Windham County Natural Resources Conservation District

***SEVCA Stormwater & Wetland
Restoration – Preliminary Design***

Westminster, VT

August 5, 2026



Bowman

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General Approach

SECTION

01

Cover Letter & Qualifications



Cover Letter

August 5, 2026

Cory Ross
Executive Director
Windham County Natural Resources Conservation District
ross.wcnrcd@gmail.com

RE: Proposal for Preliminary Design Services, SEVCA Stormwater & Wetland Restoration, Westminster, VT

Dear Mr. Ross:

Bowman Consulting Group Ltd. (Bowman) is pleased to submit our proposal to the Windham County Natural Resources Conservation District (WCNRCd) for preliminary design services at the Southeastern Vermont Community Action (SEVCA) Facility in Westminster, VT. We share WCNRCd's commitment to protecting and improving water quality. Taking steps to manage runoff and increase wetland function through restoration are valued improvements for the Henwood Hill Marsh and its surrounding community.

Our team brings proven experience in stormwater retrofits, wetland delineation and restoration design, and compliance with Vermont Agency of Natural Resources (ANR) regulations. We approach every project with a balance of technical accuracy and environmental sensitivity, integrating natural systems with the built environment to reduce pollutant loads and restore natural systems.

Bowman's work is rooted in collaboration. We understand the value of engaging the conservation district, landowners and regulatory partners early to identify practical, community-supported solutions. Through this approach, we aim to help WCNRCd and SEVCA transform existing site challenges into an opportunity to achieve measurable water quality improvements at Henwood Hill Marsh.

Bowman's Williston, VT office is a multi-disciplinary firm that has been in business serving Vermonters for 50 years and includes over 30 experienced professionals covering surveying, civil engineering, transportation, environmental services and landscape architecture. The assembled team is well qualified to provide the requested services and believes proper communication, superior technical knowledge and attention to detail are the keys to success.

Our proposed project team is identified below, along with our qualifications to complete this scope of work. We confirm our ability to complete all work ahead of the required September 1, 2027, deadline. We appreciate the opportunity to be considered and look forward to partnering with WCNRCd on this important project. Should you need any additional information, please do not hesitate to contact me at 802.879.6331 x5989 or andrea.poulos@bowman.com.

Sincerely,

Andrea Poulos, PE
Project Manager, Environmental Engineer

Jennifer Desautels, PE
Principal, Regional Manager



Firm Description, Contact & Services Overview

COMPANY INFORMATION

Primary Contact Person:

Andrea Poulos, PE

Project Role:

Project Manager, Environmental Engineer

Phone Number:

802.879.6331 x5989

Email Address:

andrea.poulos@bowman.com

Company Name:

Bowman Consulting Group Ltd.

Branch Office Address:

478 Blair Park Road
Williston, VT 05495

Company Timeline:

- 1975 TCE Founded
- 1995 Bowman Founded
- 2020 Bowman Incorporated (DE)
- 2024 TCE Acquired by Bowman

Bowman is a C corporation licensed to operate in the State of Vermont. Our clients range from municipalities and conservation districts to state agencies and private landowners across the state. Bowman partners closely with clients to deliver successful outcomes on natural resource and water quality projects that require coordination with landowners, state regulators and community stakeholders.

Our approach emphasizes collaboration, responsiveness and practical innovation, offering cost-effective solutions to complex challenges. Bowman brings decades of experience supporting municipalities, conservation districts and watershed organizations across Vermont with wetland delineation, stormwater management, environmental permitting and Geographic Information System (GIS)-based site assessment, the core disciplines this project requires.

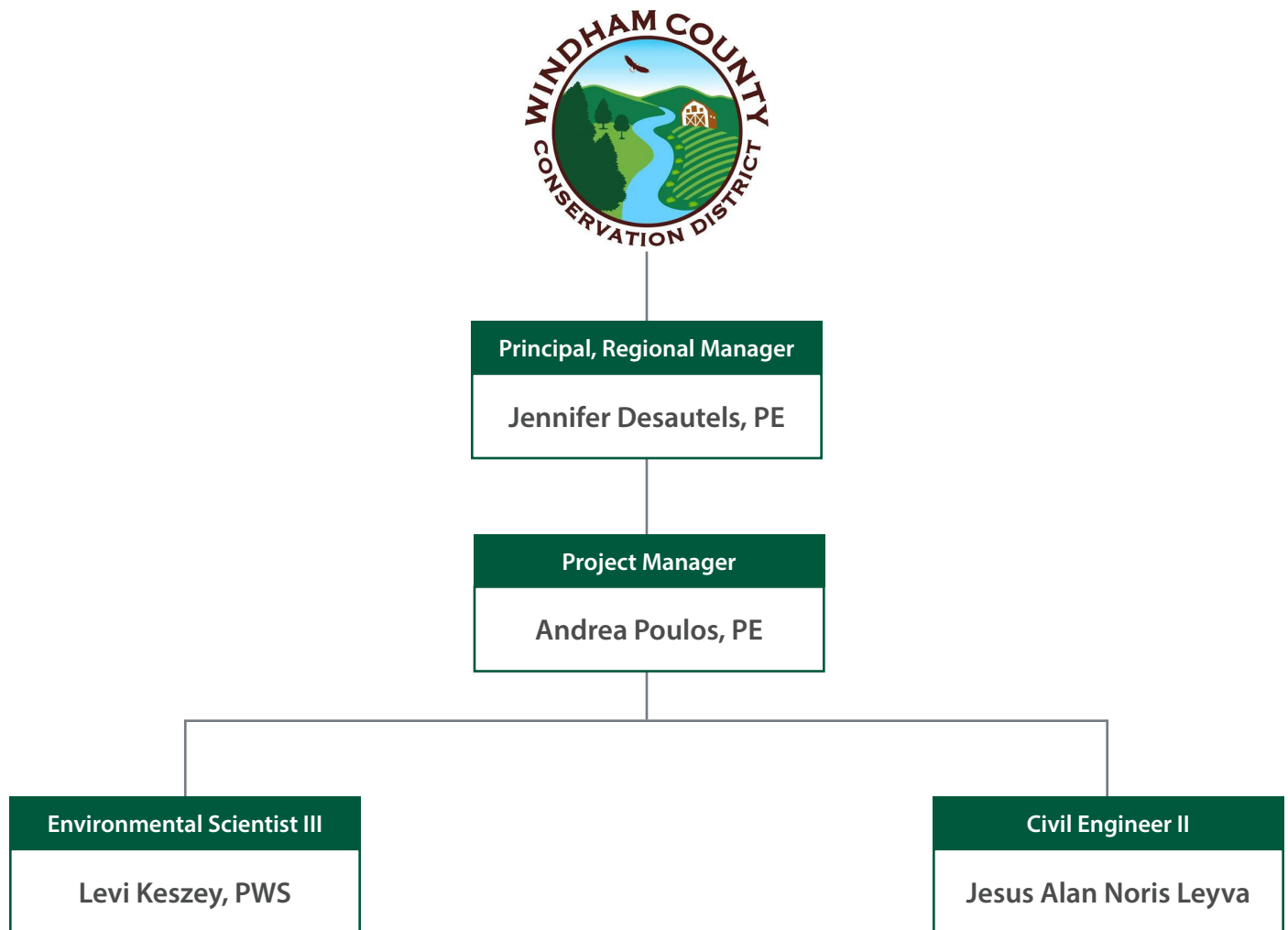
Bowman will complete preliminary (30%) design for stormwater and wetland restoration improvements at the SEVCA facility in Westminster. Our team will conduct site analysis, delineate wetlands and complete an alternatives analysis that incorporates SEVCA's needs as landowner alongside water quality goals. We will prepare a set of preliminary stormwater and wetland restoration designs, with cost estimates to support the district's pursuit of final design and implementation funding. Our team will participate in a kickoff meeting, alternatives analysis meeting and a 30% design review meeting with the WCNRC and SEVCA.

Our Williston office is home to a team of over 30 professionals, including 12 engineers, two surveyors, a landscape architect, a wetland scientist and a range of experienced designers, ecologists, planners and support staff.



Principal Individuals - Organizational Chart

As reflected in the organizational chart below, Bowman has assembled a qualified project team that will address all Request for Proposal (RFP) scope items. Our firm's depth and availability allow us to scale resources as needed to support timely delivery and client goals. Resumes of key personnel follow.



NOTE:

Click on each key personnel's name to access their resume. Click the "Team Organizational Chart" button on each page to jump back to this page.



Jennifer Desautels, PE

Principal-in-Charge

Jennifer has over 26 years of progressive experience in civil engineering, stormwater management and environmental permitting throughout northern New England. Her expertise includes stormwater best management practices, wetland delineation, watershed planning, site design and regulatory permitting, supporting municipal, regional planning and private-sector clients. Jennifer's experience in both the public and private sectors has equipped her with the skills to navigate complex permitting processes with the Vermont Agency of Natural Resources (ANR), local municipalities and other regulatory agencies. She is a hands-on project manager who leads preliminary design, alternatives analysis, stakeholder coordination and environmental planning efforts to deliver sustainable water quality improvement projects.

Education

B.S. Civil Engineering, University of Vermont

A.S. Civil Engineering Technology, Vermont Technical College

Registrations

Professional Engineer: Vermont (#8917)

ANR Compliant Designer's License

Certifications

Vermont Shoreland Protection

Associations

Society of Women Engineers

Experience

Lake Forest Stormwater | Burlington, VT

Project manager. Jennifer was responsible for the preparation of preliminary and final stormwater improvement plans for a residential community to improve water quality to Lake Champlain. The project included wetland and stream delineations, watershed evaluation, drainage area analysis and development of alternative stormwater treatment concepts. Because of these improvements, Bowman identified an opportunity to expand the project to treat off-site runoff and improve overall watershed performance. Watershed and drainage analyses were completed to determine the most effective stormwater management approach and support future funding for final design.

NRPC Richford Elementary School & Maple Street Phosphorus Improvement Project | Richford, VT

Project manager. Jennifer was responsible for the preparation of stormwater management and drainage improvement plans to reduce phosphorus loading and improve water quality. The project included wetland delineation, topographic survey, permitting, stormwater management design, erosion prevention and sediment control design and nutrient reduction measures including bioswales, culvert replacement and check dams. In doing so, the project advanced long-term compliance with Vermont Agency of Natural Resources (ANR) standards and Municipal Roads General Permit requirements.

Town of Richford Re-Connect Trail & Sidewalk Project | Richford, VT

Project manager. Jennifer was responsible for coordinating preliminary planning and environmental evaluation for a town-owned recreation property. The project included wetland delineation, trail mapping, master planning, stakeholder coordination and community engagement to identify environmentally sensitive design alternatives. As a result of these efforts, the master plan was developed to support future grant funding and environmentally responsible site improvements.



Andrea Poulos, PE

Project Manager | Environmental Engineer

Andrea has over nine years of progressive experience in environmental engineering, stormwater management and environmental permitting throughout northern New England. Her expertise includes stormwater best management practice (BMP) design, wetland and stream delineation, hydraulic and hydrologic modeling, environmental permitting and GIS analysis, supporting municipal, institutional and private-sector clients. Andrea's experience with Vermont Agency of Natural Resources (ANR), U.S. Army Corps of Engineers (USACE) and local permitting agencies has equipped her with the skills to navigate complex regulatory requirements while developing sustainable solutions that improve water quality and protect natural resources. Andrea is actively involved in project management, site investigations, alternatives evaluation, permitting coordination and stormwater design from project planning through construction.

Experience

Williston Woods Three-Acre Stormwater | Williston, VT

Environmental engineer. Andrea was responsible for the preparation of stormwater retrofit plans to improve water quality and achieve compliance with Vermont phosphorus Total Maximum Daily Load (TMDL) requirements. The project included evaluation of existing stormwater systems, design of gravel wetlands and subsurface infiltration practices, permitting and construction support. This positioned the project for enhanced stormwater treatment while improving water quality to Lake Champlain. Stormwater modeling and regulatory evaluations were completed to determine appropriate treatment practices and permitting requirements.

Lake Forest Stormwater | Burlington, VT

Project manager. Andrea was responsible for the preparation of final stormwater improvement plans for a residential community. The project included wetland and stream delineations, drainage area evaluations and development of alternative stormwater treatment concepts to improve water quality. Bowman identified an opportunity to expand treatment to off-site runoff, supporting additional funding for future project phases. Watershed and drainage analyses were completed to determine the most effective stormwater management strategy.

Meadowridge Community Stormwater | Williston, VT

Project manager. Andrea was responsible for the preparation of feasibility studies, stormwater retrofit designs and permitting documents for improvements to three community stormwater ponds. The project included stormwater modeling, alternatives evaluation, permitting coordination, construction oversight and erosion prevention and sediment control. As a result of these improvements, the community advanced compliance with Municipal Separate Storm Sewer System (MS4) requirements while reducing construction and permitting costs.

Key Highlights

- ✓ **Stormwater Best Management Practice (BMP) Design**
- ✓ **Wetland & Stream Delineation**
- ✓ **Stormwater Modeling & Hydraulic Analysis**

Education

B.S. Environmental Engineering, Minor in Geospatial Technologies, University of Vermont

Registrations

Professional Engineer:

Vermont (#018.0135032)

Maine (#PE18749)

New Hampshire (#18458)

Certifications

Vermont Wetland Delineation

Vermont Shoreland Erosion

HydroCAD Certificate



Levi Keszey, PWS

Environmental Scientist III | Wetlands, Ecology & Wildlife Biology

Levi has over 12 years of progressive experience in wetland science, ecology and environmental permitting throughout the Northeast. His expertise includes wetland delineation, wetland restoration, habitat assessments, environmental permitting, GIS mapping and natural resource evaluations, supporting municipal, state and private-sector clients. Levi's experience working with state and federal agencies has equipped him with the skills to evaluate sensitive natural resources, support regulatory permitting and develop environmentally responsible restoration solutions. He is actively involved in wetland delineations, field investigations, habitat assessments, ecological mapping and environmental planning for projects that balance resource protection with sustainable development.

Experience

Ducks Unlimited Wetland Delineation | West Haven, VT

Wetland scientist. Levi was responsible for conducting wetland delineations and characterizing wetland resources for a large in-lieu fee wetland restoration site. The project included field delineations, wetland characterization and documentation supporting future restoration planning. As a result of these efforts, the project established the environmental baseline necessary to support wetland restoration and mitigation activities. Wetland evaluations were completed to determine jurisdictional boundaries and restoration opportunities.

Meadowridge Water Quality Improvements | Williston, VT

Wetland scientist. Levi supported feasibility analyses, permitting and environmental evaluations for stormwater improvements within an existing residential community. The project included stormwater pond improvements, environmental assessments and coordination supporting long-term water quality enhancements. In doing so, the community advanced stormwater retrofit efforts to improve water quality and regulatory compliance. Environmental analyses were completed to support the selection of effective stormwater management practices.

Remote Wetland Mapping Model | Otter Creek Basin, VT

Wetland scientist. Levi was responsible for field verification and evaluation of remotely mapped wetlands throughout multiple Vermont watersheds. The project included field verification of wetland boundaries, wetland classification, GIS mapping and development of wetland attribute models. As a result of these efforts, the project improved the accuracy of statewide wetland mapping used to support resource management and environmental planning. Wetland evaluations and GIS analyses were completed to determine wetland characteristics and improve mapping accuracy.

Key Highlights

- ✓ **Wetland Delineation & Functional Assessments**
- ✓ **Wetland Restoration Planning**
- ✓ **Habitat & Natural Resource Assessments**

Education

B.S. Conservation Biology, St. Lawrence University

Registrations

Professional Wetland Scientist (PWS)

Certifications

New Hampshire Certified Wetland Scientist (CWS)

Associations

Vermont Association for Wetland Science, Member



Jesus Alan Noris Leyva

Civil Engineer II

Jesus Alan Noris Leyva (Alan Leyva) is a civil engineer at Bowman with experience in stormwater and wastewater design, site grading and drainage, soil evaluations, system sizing, utility design and permitting across municipal, commercial and residential projects. He works in Civil 3D to prepare grading, utility and drainage plans and full construction document sets. His experience spans Vermont and Arizona, including commercial site development, large-scale multi-family residential design, quarry excavation, cut-fill analysis and residential wastewater systems designed in compliance with state environmental regulations. Alan supports the civil engineering design process from preliminary layouts through final construction documents.

Key Highlights

- ✓ **Stormwater & Wastewater Design**
- ✓ **Site Grading & Drainage**
- ✓ **Civil 3D & Construction Documents**

Education

B.S., Civil Engineering, University of Sonora, MX, 2021

Certifications

Class A Wastewater Designer, VT

Experience

Residential Wastewater System Designs | *Vermont*

Civil engineer. Alan was responsible for the preparation of residential wastewater system designs supporting new development and property improvements throughout Vermont. The project included soil evaluations, wastewater system sizing, permit application preparation and technical documentation in accordance with Vermont environmental regulations. As a result of these efforts, property owners obtained compliant wastewater disposal solutions that supported residential development while protecting environmental resources. Soil investigations and engineering evaluations were completed to determine appropriate wastewater treatment and disposal system designs.

U-Haul Commercial | *Burlington, VT*

Civil engineer. Alan was responsible for the preparation of site grading and stormwater management plans for the development of a commercial U-Haul facility in Burlington, Vermont. The project included site grading, stormwater design and coordination with the overall site development, including engineering, landscape architecture and local and state permitting efforts. As a result of these improvements, the project advanced through the permitting process with site infrastructure designed to address stormwater treatment requirements and existing site constraints. Drainage analyses were completed to determine effective stormwater management solutions while accommodating the restrictions of the parcel.

Camping World | *St. Albans, VT*

Civil engineer. Alan was responsible for the preparation of civil site design plans. The project included site grading, stormwater management, drainage design and the preparation of a complete set of construction documents, including demolition, utility, grading and detailed construction plans. As a result of these improvements, the project established the construction documentation necessary to support site development and associated parking improvements.

Relevant Project Experience

Vermont Land Trust Wetland Restoration

Sheldon, VT



Client

Vermont Land Trust

Services Provided

Wetland Delineation

Wetland Restoration

Culvert Design

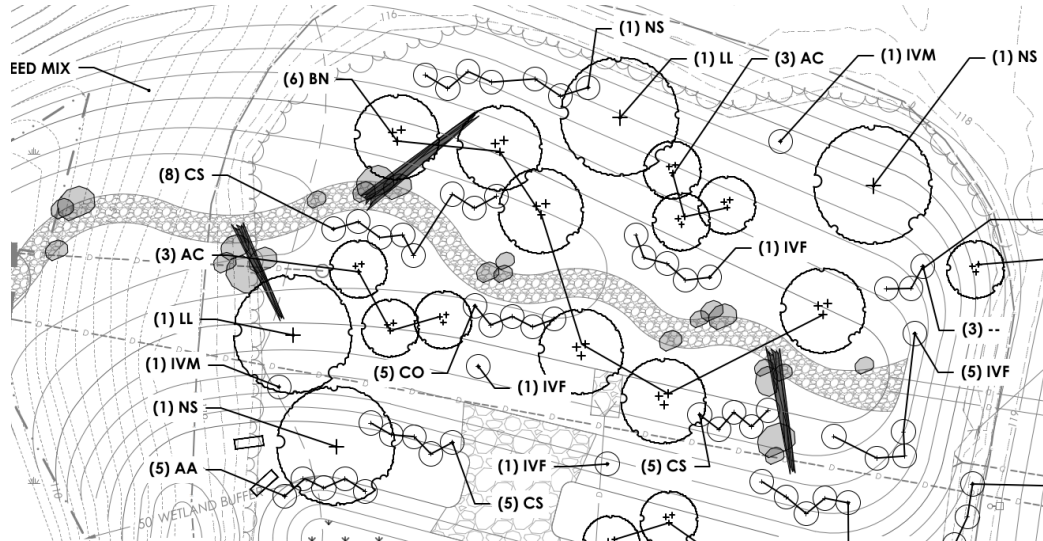
Description

Our firm worked with the Vermont Land Trust (VLT) to restore a wetland within a very wet agricultural field along the Missisquoi River in Franklin County, Vermont. The project involved a culvert upgrade, plugging an agricultural ditch, removing stockpiled soils, creating topographic depressions and restoring native wetland vegetation through seeding as well as bare-root plantings. The project goal was to improve water quality and wildlife habitat on the portion of a working farm where agriculture no longer made sense.

Our project team performed a wetland delineation and topographic survey to create base maps and existing conditions plans. Our team prepared a wetland restoration plan and culvert replacement design, and worked with contractors to oversee the culvert installation as well as the restoration plan implementation. In addition to coordinating with VLT, our team worked with the landowners and farmers to understand their needs including access to ensure a final design that supported the landowner's requirements. Today, the previous hay field features native wetland plants, attracts wetland-dependent wildlife and provides a location for runoff to slow down and filter prior to entering the Missisquoi River.

Lake Forest Condominiums Stormwater System Upgrade & Stream Daylight

Burlington, VT



Client

Lake Forest at Oakledge
Condominium Association

Services Provided

Project Design and Planning
Data Collection and Analysis
Runoff Analysis
Community Engagement
Permitting Assistance
Cost Estimation
Phosphorus Reduction Impact

Description

Bowman was engaged by the Lake Forest at Oakledge Condominium Association for the final design of a water quality improvement project funded by the Lake Champlain Basin Program and the New England Interstate Water Pollution Control Commission (NEIWPCC). Lake Forest, a 37-unit condo community in Burlington near Lake Champlain, features three sedimented ponds with bank erosion and algae blooms due to lack of maintenance. A prior assessment identified stormwater upgrades and stream restoration as key to reducing phosphorus loading to the lake.

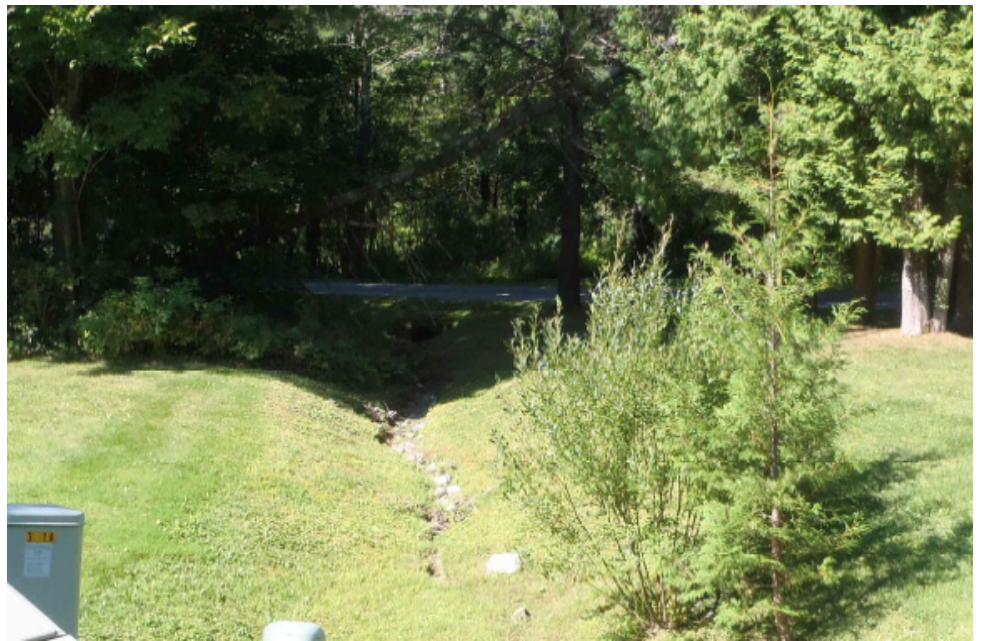
The project aims to enhance water quality by developing plans, analyzing runoff, summarizing permitting needs and estimating costs. Bowman conducted surveys, watershed and stream delineations, and phosphorus calculations. Community input during the preliminary design phase led to a final plan that deepens two ponds, converts them into sediment forebays, transforms one pond into a gravel wetland, restores the stream bed, stabilizes banks and improves stormwater conveyance and maintenance access.

The design is expected to remove 6.51 lbs/year of phosphorus from Lake Champlain, including 4.89 lbs/year from stormwater improvements and 1.62 lbs/year from stream restoration.



Meadowridge Subdivision Stormwater

Williston, VT



Client

Town of Williston

Services Provided

Topographic Survey

Engineering Feasibility Analysis (EFA)

Erosion Prevention

Permit Applications

Wetland Delineation

Description

Throughout Vermont, there are waterways that have been deemed impaired by the Environmental Protection Agency (EPA), and various communities have been tasked with restoring them. The Meadowridge subdivision was identified as a site requiring stormwater retrofits as part of the Allen Brook Flow Restoration Plan (FRP). Bowman was engaged by Meadowridge to provide feasibility, design, and permitting services for this project.

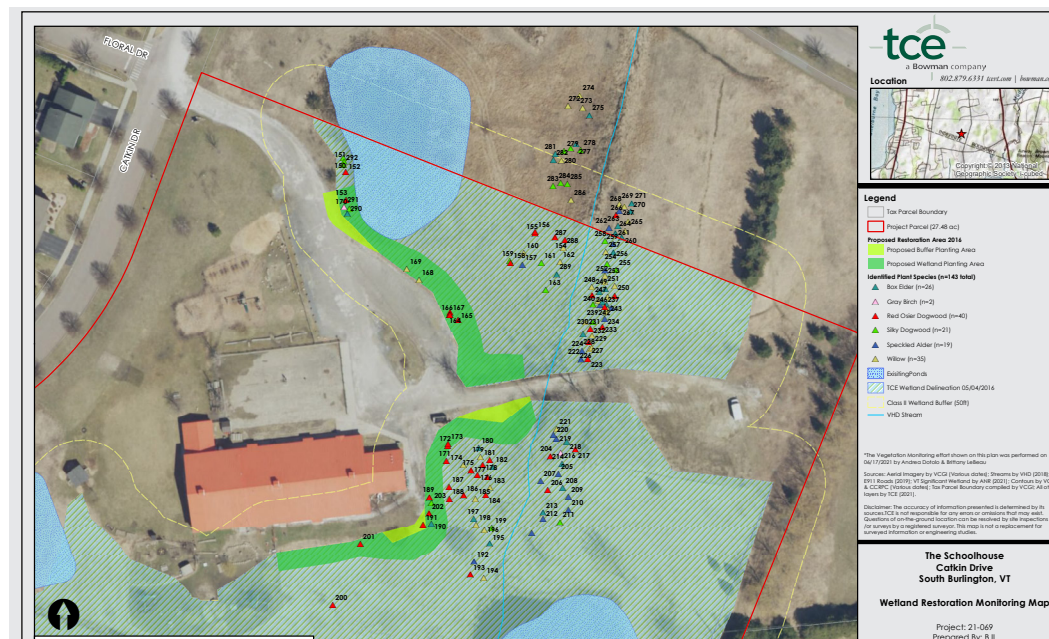
To begin, Bowman prepared an Engineering Feasibility Analysis (EFA), which identified several project constraints, including topography, existing infrastructure and parcel boundaries. Once the EFA was accepted by the Town, Bowman provided a full range of design services, including a topographic survey of the site, wetland and stream delineation, and the design of three separate stormwater control systems to provide treatment for the site.

The final design for the treatment systems required analysis of the available common land to determine treatment locations that would maximize performance while remaining accessible for maintenance. The final design also involved extensive coordination with the Town of Williston to ensure compliance with Town requirements, as the Town will be assuming operational control of the treatment systems. Bowman also assisted with permit applications for wetland impacts, erosion prevention and sediment control, Act 250, and Town zoning.



The Schoolhouse Learning Center

South Burlington, VT



Client

The Schoolhouse Learning Center

Services Provided

Wetland Delineation
After-The-Fact Permitting
Wetland Restoration

Description

The Schoolhouse Learning Center contracted our team to delineate all wetlands on their school grounds in order to prepare an after-the-fact permit for a recently constructed playground and garden area. We provided guidance and assistance while working with the state to satisfy the needs of all parties. We took a systems thinking approach while conducting this project to weigh the importance of the ecosystem services provided by the wetlands and the needs of the children who attend this environmentally focused school. This project provided a unique opportunity to protect Vermont's natural landscape and educate young children about the importance of the wetlands surrounding their school and homes.



Weidmann Industrial Development

St. Johnsbury, VT



Client

Weidmann Electrical Technology

Services Provided

Site/Civil Engineering &
Stormwater Management

Wetland Delineation &
Environmental Permitting

Cost Estimating & Construction
Phase Services

Description

Weidmann Electrical Technology produces insulation for electrical transformers throughout North America. Weidmann recently engaged Bowman to assist with an expansion of their existing facility in St. Johnsbury. Challenges with the expansion included development while keeping the existing manufacturing facility in operation and overcoming truck turning and parking needs.

Bowman assisted Weidmann with site planning, wetland delineation/environmental services, stormwater management, water supply and wastewater, erosion control, cost estimating, state and local permitting, and construction and bid phase services. Weidmann was under a very tight schedule to meet a state grant funding deadline, so the Bowman team expedited the design and permitting process to ensure the deadline was met. Grant funding was obtained, and construction of the manufacturing facilities expansion commenced shortly thereafter.

SunCommon Wetland Restoration

Ferrisburgh, VT



Client

SunCommon Solar

Size

1.5 acres

Services Provided

Environmental Consulting

Wetland Delineation

After-the-Fact Wetland
Permitting

Wetland Restoration Design and
Implementation

On-Site Restoration Monitoring

Description

Our team worked with SunCommon Solar to design a wetland restoration and habitat enhancement plan for their 1.5-acre lease area. This project consisted of enhancing what was historically a wetland cornfield turned solar field (community-supported solar array) with various levels of habitat enhancement, including a detailed ecological planting plan with over 150 native trees and shrubs. The plan consisted of 15 different species in four different zones (tree restoration zone, shrub zone, no mow zone and annual mow zone). These species were planted to provide habitat diversity and restore varying forest canopy layers to what was previously a heavily managed agricultural monoculture. Monitoring the success of this project is ongoing, but in 2018, monitoring results showed an 86% tree and shrub survival success rate.

Over the years, SunCommon has relied heavily on our expertise in order to properly site their community-supported solar arrays. We have conducted dozens of wetland delineations and rare plant surveys for them across the state.

Richford Re-Connect Planning Project

Richford, VT



Client

Northwest Regional Planning
Commission (NRPC)

Services Provided

Wetland Delineation & Natural Resource Mapping

Trail Master Planning & Public Engagement

Stakeholder Coordination & Master Planning

Description

Bowman was hired by Northwest Regional Planning Commission (NRPC) and the Town of Richford to conduct a trail and sidewalk master plan to improve connectivity between the village, recreation fields and school. Bowman first completed a wetland delineation, then mapped the existing trail network. The wetland delineation, natural resource map and GPS locating of the existing trails served as the basis of design. Our team led public outreach meetings to gather input and to determine public interest for trails and amenities. Bowman developed a master plan and provided education and resources on types of trails and maintenance allowed within wetlands and wetland buffers.

SECTION

02

General Approach

General Approach

The SEVCA facility is located within the Connecticut River floodplain and adjacent to the Henwood Hill Marsh, creating vulnerabilities for both the site infrastructure and the surrounding environment. With site development dating back to the late 1970s, the existing infrastructure pre-dates state requirements for stormwater treatment and wetland protection. Our team recognizes that as infrastructure ages and climatic patterns change, there is an increased need for site improvements that serve the landowner, environment and community.

Bowman will approach this project as a two-track effort: (1) developing preliminary stormwater BMP designs to improve site maintenance and treat runoff before it reaches the marsh, and (2) evaluating the feasibility of wetland restoration to further filter runoff, reduce water temperatures and increase dissolved oxygen in the marsh.

Bowman will begin this project by collecting information and understanding the site history. This involves both in-field assessments, such as the wetland delineation and site reconnaissance, as well as desktop review to research Act 250, Water Supply and Wastewater, and local permits. During in-field assessments, Bowman will meet with landowners to discuss any ongoing maintenance issues or other site concerns.

With an informed understanding of the site, Bowman's engineers and ecologists will work collaboratively to identify potential improvements,



preparing concept maps that can be reviewed and commented on by WCNRC, SEVCA, and state and local regulators. Comments will be collected and organized to select a design to progress to 30%.

Throughout the design process, Bowman will coordinate with the project committee to receive input and feedback resulting in a design that meets all project goals. Preliminary 30% Design plans will be prepared to provide enough detail for preliminary review by regulators, a determination of permits required and a preliminary opinion of cost for final design and construction. A project summary

“We treat the parking lot runoff and the flooding field as one connected system, not two separate fixes.”

memorandum will be prepared to organize initial comments, design parameters and next steps. This memorandum will be prepared to support the WCNRC and SEVCA to move this project forward.

SECTION

03

Scope of Work & Project Approach



Scope of Work & Project Approach

Bowman proposes the following scope of services, structured to reflect WCNRC's approved grant budget.

1. PROJECT KICKOFF & DATA COLLECTION

a. Kickoff Meeting

Bowman will meet with the project committee to review scope of work, collect pertinent information, discuss project goals and a timeline for next steps.

Deliverable: Meeting Minutes & Site Visit Scheduling

b. Permit Research & Information Gathering

Bowman will submit a written request to the town/city inquiring about any applicable existing local permits for the subject property and/or other prior approvals in the area to determine existing or potential permit encumbrances. Bowman will also review on-line state databases for Act 250 and Potable Water Supply and Wastewater to ascertain if there are any existing permits that may affect the project. Bowman will additionally review historic imagery to improve our understanding of development history.

Deliverable: Summary of Existing Permits

c. Wetland Delineation

Bowman will complete a delineation of wetlands on the subject parcel, as per Section 3.2 a. of the Vermont Wetland Rules and Section 404 of the Clean Water Act. Upon completion of the wetland delineation fieldwork, Bowman

will flag wetland boundaries with pin-flags and/or colored delineation tape. Bowman will also identify associated streams and Waters of the US (WOTUS) as they relate to regulatory thresholds. This scope **includes** a site visit with the State Wetland Ecologist.

Deliverable: Wetland Delineation Map, U.S. Army Corps Data Forms, State Confirmation of Boundaries

d. Site Reconnaissance

Bowman will visit the site to review the extent of impervious surfaces; take photographs, visually evaluate existing drainage patterns and conditions of any existing stormwater infrastructure and review the various site constraints that may affect future stormwater retrofits. Using GIS or mapping-grade handheld GPS, Bowman will attempt to verify the total amount of existing impervious surfaces

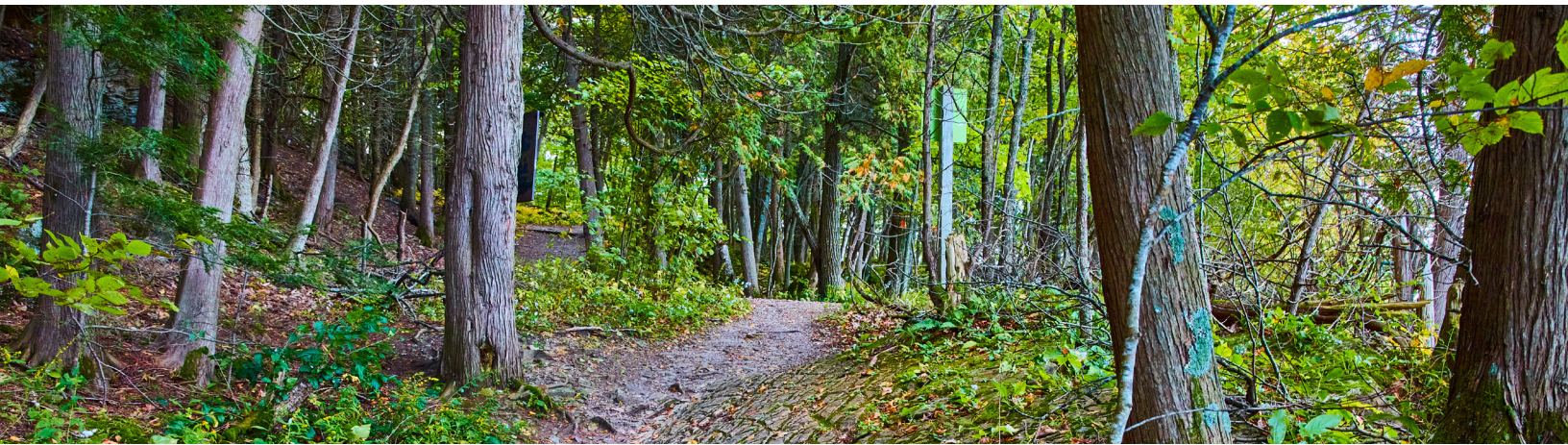
Deliverable: Existing Conditions Stormwater Plan

e. Existing Conditions Plan

Bowman will prepare an Existing Conditions Plan with LiDAR elevation data, aerial images, information gathered during site visits, and data collected from permit research.

Deliverable: Existing Conditions Plan





2. CONCEPT DEVELOPMENT

a. Concept Plans

Bowman will prepare a concept plan utilizing information gathered during the feasibility analysis. The site plan will depict two or three potential options for stormwater treatment and wetland restoration.

Deliverable: Conceptual Sketch Plan

b. Committee Review

Bowman will meet with the project committee to review concepts and select a conceptual design to move forward with the 30% Design Phase. Once the committee selects a preferred concept design, minor adjustments will be made as necessary to the selected concept sketch plan.

Deliverable: Meeting Minutes & Selected Conceptual Sketch Plan

3. 30% DESIGN

a. Pre-Application Review

Bowman will share the concept sketch plan with local and state regulators for input ahead of the design phase and a preliminary determination of permits.

Deliverable: Summary of Initial Comments

b. Stormwater Treatment Design

Bowman will design a stormwater treatment system in accordance with Vermont's best management practices for stormwater retrofits. Bowman will prepare supporting stormwater calculations and a design brief.

Deliverable: Stormwater Design Calculations & Design Brief

c. Wetland Restoration Design

Bowman will prepare a wetland restoration plan and planting plan. Bowman will work to provide an individualized solution given the site constraints of the property and the natural resources provided. The restoration plan will include implementation and restoration methods, planting plan, treatment, invasive species control and monitoring.

Deliverable: Wetland Restoration Plan

d. 30% Design Plan Set

Bowman will prepare a detailed Site Plan, Stormwater Plan, Wetland Restoration Plan, showing proposed grading, stormwater infrastructure and plantings.

Deliverable: 30% Design Plans and Details

e. Committee Presentation & Review

Bowman will present the 30% Design to the committee for review and will respond to committee questions and concerns. Bowman will make one round of changes to the designs based on committee input.

Deliverable: Final 30% Design Plan Set

f. Project Summary Memorandum

Bowman will summarize the stormwater design and wetland restoration details in a memorandum. The memorandum will also include initial comments from regulators and outline a list of permits required prior to construction, as well as a summary of next steps and opinion of cost for the final design and construction phases.

Deliverable: Project Summary Memorandum

SECTION

04

**Estimated Labor Hours by Task &
Itemized Budget**



SECTION 04 | ESTIMATED LABOR HOURS BY TASK & ITEMIZED BUDGET

ESTIMATED LABOR HOURS BY TASK & ITEMIZED BUDGET						
Labor type	Principal, Regional Manager (JD*)	Project Manager (AP*)	Environmental Scientist III (LK*)	Civil Engineer II (JANL*)	Total Cost	Deliverable Date
\$/HR	\$240	\$190	\$140	\$145		
Scope						
Project Kickoff & Data Collection						
Project Kickoff and Coordination	1	2	2	—	\$900	8/31/2026
Create Project Basemap with LiDAR Elevation Data	—	—	—	4	\$580	9/4/2026
Permit Research & Gather Existing Information	—	4	—	—	\$760	9/4/2026
Wetland Delineation, Site Reconnaissance & GPS Mapping	—	—	12	—	\$1,680	9/11/2026
Existing Conditions Plan	1	2	2	—	\$900	9/18/2026
State Wetland Ecologist Site Visit to Confirm Delineation (good for 5 years)	—	—	8	—	\$1,120	9/25/2026
Subtotal	2	8	24	4	\$5,940	
Concept Development						
Concept Plans for Stormwater Treatment & Wetland Restoration	1	6	2	—	\$1,660	10/9/2026
Project Committee Review & Concept Selection	1	2	2	—	\$900	10/16/2026
Subtotal	2	8	4	0	\$2,560	
30% Design						
Pre-Application Review with State & Local Regulators	—	4	2	—	\$1,040	11/18/2026
Stormwater Treatment Design	2	8	—	—	\$2,000	12/18/2026
Wetland Restoration Design	—	4	6	—	\$1,600	12/18/2026
30% Design Plan Set	2	6	2	8	\$3,060	12/18/2026
Project Committee Presentation & Review	1	2	2	—	\$900	1/15/2027
Final Edits to Design and Plans	1	4	2	2	\$1,570	1/29/2027
Project Summary Memorandum	2	8	4	—	\$2,560	1/29/2027
Subtotal	8	36	18	10	\$12,730	
Other Expenses						
Mileage/Allowances: \$0.725/mi and misc. paper copy fees	—	—	—	—	\$600	
TOTAL HOURS & COST	12	52	46	14	\$21,830	

August 2026 Report on District Activities



- **This report covers district activities between June 6 and August 10*
- **Financials:**
- As of 8/1/26 we have a balance of \$88,873.40 of equities minus liabilities (on a cash basis). For comparison, we had:

\$48,282.93 on 7/1/2026 (last month)

\$60,607.82 on 8/1/25 (last year)

- NRCC is behind paying both our core services payment #1 and the execution of agreement payment for the new Ag-CWIP grant. Both were expected the first week in July, but we still have no timeline on when these will be paid. NRCC is still waiting on parent agreements from the Agency of Agriculture. Failure by an individual district to complete required deliverables on a past agreement (core services) and to submit revised deliverables on the new Ag-CWIP agreement is holding these up. Both deadlines were months ago. NRCC was able to advance us payment on our final invoice for the previous Ag-CWIP grant (which ended 6/30) even though they haven't been paid by the state yet. This has helped with our cash flow situation.
- With this payment, we were able to pay all outstanding bills we'd been holding off on. As of 8/11 on a cash basis we have a balance of \$41,690.75. We have \$29,262.55 in open invoices and \$6,939.66 in bills to be paid. We will be able to invoice for \$74,300 for Ag-CWIP and Core Services as soon as we have executed agreements to invoice under.

General Updates

- **Advocacy**
 - Cory attended a legislative advocacy strategy meeting on 7/29. We're focusing our 2027 advocacy work on identifying a consistent structural funding source for districts. This will hopefully provide greater and more predictable funding for districts. In order to identify our preferred mechanism to advocate for, Action Circles is recommending an in-person "hopes, fears and dreams" activity this fall with one DM and one board member from each district. This has been scheduled for Wednesday, September 23 at the Capital City Grange.
 - Meg also shared that the state economist's report to the budget committee this summer was alarming, as he indicated that the state budget is largely held up by AI investment and that when this bubble likely collapses we could have a serious economic downturn. This further underscores the importance of securing a regular, structural source of funding for districts rather than relying on our annual lobbying succeeding in securing funding through the appropriations process.
- **AmeriCorps**

- Abby has been busy planning the workshops/demonstration days as part of the Watershed Grant. She has been working with Sam Pierce from VLT. They have narrowed in on events at the Brattleboro Farmers Market, Edible Brattleboro's Food Forest in West Brattleboro and on the Winston Prouty Campus.
 - Abby presented two lessons to students at Vermont Natural History Museum's summer camp, one with the stream table and one on stormwater practices.
 - Madi Watt from VHCB will be visiting the office on August 18 for their annual site visit as part of the AmeriCorp Program and Abby's placement with us.
- **Sales Programs:**
-
- **Ag-CWIP:**
 - Heather, Emma, Abby and Cory attended the NRCD and VACD Staff Gathering at Allis State Park on June 15. This event featured a talk by Dr. Lesley-Ann L. Dupigny-Giroux, the Vermont State Climatologist.
 - Heather and Kate tabled at the Cheshire County Conservation District's Pollinator Palooza in Keene.
 - Heather attended two meetings of the ag advisory committee.
 - Heather assisted a medium farm operation (MFO) in completing grant applications for silage leachate reduction.
 - **AFT RCPP:**
 - Heather attended the final two days of the UVM Agronomic Principles of hayland and pasture management "graduating" this years long course.
 - Heather and Linda attended Fern River Pasture Walk
 - Emma attended UVM livestock fencing workshop
 - Emma attended pasture walk at corse farm (😊) with Sara Flack and the corse family
 - **NACD TA:**
 - Heather went through contract signing with one farm.
 - We attended site visits for new NRCS applicants and began planning new NRCS contracts
 - Emma obligated a farms EQIP contract
 - Staff have held a number of meetings with NRCS to discuss how best to structure this work going forward to ensure that the district's involvement helps NRCS implement these programs effectively and in a way that aligns with district staff

capabilities and capacities. Isabel is going to assist with forestry/invasives management verification this fall as part of our NACD-funded planning work.

- **Long Island Sound Futures Fund (LISFF) Watershed Planning:**

- Emma continued assisting with partner events in Cheshire, Windham, Caledonia, Coos, and Sullivan Counties for No till, Agroforestry, cover crop, rotational grazing
- Emma distributed 50lb bags of cover crops to 7 farmers for attending her May workshop
- Emma hosted a successful no till workshop at Milkweed Farm on Thursday August 6th
- Emma has a Beef rotational grazing event planned for September 15th at Bunker farm with Ridge Shinn
- Emma has further rotational grazing workshops she is planning for sheep, horses, and goats
- Emma is planning an agroforestry workshop
- We are up to date with invoicing on this agreement and have been paid on all but our recently submitted July invoice.

- **NRCC: Tactical Basin Planning:**

- Isabel reviewed properties at Lake Raponda for the Lakewise program
- Isabel met with the new river scientist in our region to discuss workflows
- Isabel met with a landowner on erosion control and with the town of Newfane about flood restoration practices
- Isabel and Abby met with VLT to discuss additional beaver dam analog placements on two VLT properties
- Our FY26 agreement ended 7/31. Final reporting and invoicing are due 9/15. Our new agreement took effect 8/1. We don't have an agreement yet but we have an approved work plan and have been given permission to incur expenses and bill retroactively to 8/1.

- **Grant-in-aid:**

- The seasonal crew and volunteers have pulled over 2,300 water chestnut rosettes in Hinsdale and in Rockingham
- Staff attended the VIP(Vermont Invasives Patrollers) training hosted by DEC
- Additional sites were surveyed for water chestnut with no additional plants found in Putney, Dummerston, and the West River/CT river confluence
- Isabel tabled at the Rockingham library event promoting their, "Library of Things" to talk about water chestnut volunteering opportunities
- Greeting programs have been running largely without incident. We have struggled with staffing shortages but are unable to hire any additional staff since DEC is requiring all new greeters to go through their training (and there are no more training sessions offered this year). The primary impact of these shortages has

been providing coverage at Somerset for only 1 day per week thus far (instead of 2 as planned). We'll extend the season into the fall in order to draw down the remaining funds at this waterbody. Work at Harriman will end Labor Day weekend, Raponda and South Pond will run for two additional weeks and Somerset will likely continue at least to the end of September.

- **Trees For Streams:**
 - Isabel, Abby, and Madelyn are preparing three TFS applications for fall tree plantings
- **Project Development**
 - Isabel continued to visit potential tree planting sites in the Saxtons' river and West river watersheds
- **Vermont Community Foundation:**
 - Abby has been coordinating with CRC on GRWA events and researching reclassification options for the Green River
 - Isabel is planning to attend the Resilient Watersheds Cohort Meeting later this month along with other watershed organizations as part of this grant
 - Cory submitted an application to a recent RFP focused on cross-cohort collaboration between watershed groups and forestry orgs. If funded, this would provide additional funded opportunities to build partnerships and collaboration between agencies and organizations that support sustainable management of our working forest lands, possibly in pursuit of a future RCPP proposal.
- **Stiltgrass:**
 - The seasonal technicians have removed plants at 21 stiltgrass sites. This season, an additional 4 sites have been identified thus far.
 - Cash, Charlie, and Isabel presented a stiltgrass ID and cooperation presentation to the Guilford Conservation Commission
 - Isabel presented introduced plant ID and volunteer opportunities to the Rockingham area Rotary club
 - Cash's last day is August 21, as they need to return to school. We're still sorting out end dates for the other two technicians.
- **Watershed Grant:**
 - Abby met with the Brattleboro Area Farmers' Market, Edible Brattleboro, and Winston Prouty campus about hosting educational events and workshops on invasive plant management.
- **SE VT CISMA:**
- **WUV Workforce Capacity Building Grant:**
 - Cory continued meeting bi-monthly with Dave Dore from Structural Integrity. We're continuing to work on improving our financial tracking systems and procedures to ensure accurate and easy to understand record keeping.
- **NFWF Forest and Rivers Fund Grassland Bird Project:**

- Continued work with landowners, including providing management recommendations, flagging out areas around nests, monitoring when young birds fledge, etc.
 - Kate led a workshop about grassland birds for landowners involved with the Harris Center for Conservation Education's kestrel program on June 16th.
 - Kate attended and tabled about the grassland bird project at Pollinator Palooza on June 27th.
 - Financial assistance payments were approved for implementing delayed mowing practices at 15 sites across Windham, Windsor, Cheshire and Sullivan Counties totalling \$44,000.
 - Kate will be presenting to the Southeastern Vermont Audubon Society on 8/18 at 7 PM at Brooks Memorial Library.
 - Kate is working on final reporting for this year's annual report to NFWF. We'll have one more season of funding on the current grant and will need to begin exploring future funding opportunities in 2027, including re-applying to the Forest and Rivers Fund, Cornell's Small Grant Program, SARE grants and private fundraising.
- **Whitingham WISPr**
 - We have an executed agreement with Jeff Dacey for year 2 knotweed management at the Jacksonville site. He plans to complete treatment in late September to minimize impacts to pollinators.
- **NRCC DM Representative:**
 - Cory was re-elected to serve as district manager representative for one more year. Sam Mayne from Essex NRCD was elected to the 2-year position. Cory's term will end on 6/30/27.
 - We are awaiting an agreement from NRCC, but have been told we can bill back to 7/1.
 - Cory registered to attend the National Association of Conservation District's Northeast Annual Meeting the week of 8/24 in Wilmington, Delaware. Our agreement with NRCC will cover Cory's time, travel expenses and conference registration costs.
- **MARC Enhancement Design and Implementation Block Grant Lake Raponda Shoreline Erosion Control Final Design Grant**
 - Funding has been awarded by Mount Ascutney Regional Commission for the implementation of this project (\$98,612). This will fund all of the clean water block grant-eligible components of the project.

- Cory attended the Wilmington Selectboard Meeting on 7/21 to request funding through the town's 1% option tax to support the remaining project elements. The town approved \$29,038 in funding to support this project.
- We've learned we'll need an Army Corps of Engineers Permit for this project because a wetland area directly touches the lakeshore in one location. As a result of this unexpected task, D&K has requested additional funding. Mount Ascutney issued an amendment to the design grant to cover this increase and an amendment was executed with D&K to cover the increase for permitting and their involvement in the construction phase of the project.
- DuBois & King have completed the 90% designs. A check in meeting was held with D&K, Marie Caduto, Alison Marchionne (Lakes and Ponds Restoration Specialist) and town officials to review the plans and discuss timing of implementation.
- All necessary permits are either in hand or have been applied for. We'll issue the RFP for construction firms as soon as we have 100% designs. The timing of implementation will hinge on when all permits are in hand. We'll need to complete any in-lake work this fall, as this work cannot be completed in the spring under the Lakeshore Protection Act. Some of the follow up work, including planting may need to take place in the spring. We expect all work to fall either after Indigenous People's Day or before Memorial Day to minimize impacts to recreation.
- We've invoiced for all work completed up through 6/30. We're still waiting for payment on our 6/30 invoice.
- MARC Enhancement Design and Implementation Block Grant SEVCA Stormwater and Wetland Restoration Preliminary Design Grant
 - An RFP was issued for design services last month.
 - A site visit was held for interested bidders on 7/23. One contractor attended the visit.
 - We've received two proposals for this project. We expect to notify our selection this week after the board has the opportunity to weigh in.
 - We've invoiced and been paid for all work up through 6/30. We'll invoice again at the end of August.

Other:

- Heather has been working on securing a speaker and venue for the 2026 Annual Meeting. This will be held on November 5th, location TBD. We'll discuss the current status of planning during the board meeting this month.
- The personnel committee met on 8/5 and began to work on revisions to our personnel policy. We made progress on many badly needed changes to improve efficiency and

simplify our record keeping (items like dates raises and new leave balances take effect, for example). The committee will be meeting again and will eventually produce a revised policy for full board review at a future meeting.

- Staff completed the move into the new office on July 6. Heather and Emma are spending 1 or 2 days per week in the USDA service center in order to focus on the planning workload. Otherwise, all staff are now based in the new office. The office has been painted, cubicles installed, signs put up on campus and a decal has been installed on the door. We're slowly working on decorating the interior of the space. The office has official hours when the public can walk in without an appointment and someone will be present:

Monday-Thursday 9-4

Fridays 9-3

This availability should still allow staff to schedule site visits and other out-of-office commitments without us needing to change our public hours regularly.

**note: please see below for a summary of current grant agreements and an acronym list.*

Reference Materials *

**Not updated monthly, only as grants change status*

Current Grant Awards:

- **MARC Enhancement Design and Implementation Block Grant Lake Raponda Shoreline Erosion Control Final Design Grant**
 - Grant runs until 12/31/27 with all work required to be completed by 10/31/27. Provides \$44,586 to complete final designs for the set of water quality management practices identified last year during the preliminary design round. Since we worked with DuBois & King on the preliminary design round, our procurement policy allows us to execute an agreement with them for this round of design work without going to bid again.
 - Cindy Ingersoll and Chris Yurek at MARC are the grant contacts.
 - Amendment executed on 8/3/26 to increase the total award to \$47,926 to support increased costs associated with the Army Corps of Engineers Permit.

- **MARC Enhancement Design and Implementation Block Grant Lake Raponda Shoreline Erosion Control Implementation Grant**
 - Grants runs until 12/31/27 with all work required to be completed by 10/31/27. Provides \$98,612 for implementation of clean water block grant-eligible practices.
 - The Town of Wilmington appropriated an additional \$29,038 for the non-clean water block grant eligible items in this project.
 - Cindy Ingersoll and Chris Yurek at MARC are the grant contacts.
- **MARC Enhancement Design and Implementation Block Grant SEVCA Stormwater and Wetland Restoration Preliminary Design Grant**
 - Grant runs until 12/31/27 with all work required to be completed by 10/31/27. Provides \$26,572 to complete initial site analysis, alternatives analysis and 30% designs for a preferred set of alternatives at the Southeast Vermont Community Alliance facility in Westminster, VT, near the Henwood Hill Marsh. We'll need to post a RFP for this project.
 - Cindy Ingersoll and Chris Yurek at MARC are the grant contacts.

WRC WISPr Funding

- This award utilizes funding from the Town of Whitingham up to 10% of the cost of the recently installed wastewater treatment facility (~\$300,000) for natural resources projects in the town. Windham NRCD is working with WRC, DEC and the town to identify projects to fund with these funds. Our current subagreement with WRC only supports a buffer planting and invasive species management project along VT-112 in Whitingham at the municipal lot and the Wastewater Treatment Facility.
- The current subaward is for \$25,192.71 and runs from 2/27/25 - 11/1/27.
- Most of these funds will flow to a licensed applicator performing three successive cutting and/or herbicide applications and a planting crew (likely Redstart who gave us a quote), but some funds are held for staff time managing the project.
- Future awards may be executed if suitable projects can be developed. Funds will support Final Design and Implementation, but not preliminary design.
- Margo Ghia at WRC is the contact for this agreement.

NRCC Project Development

- This is a block grant administered by NRCC. Lina Smith is the contact for this grant.
- We have an award of up to \$6,500 in staff time and mileage to complete project development activities for tree planting sites in the Saxtons River Watershed.
- This grant runs 1/1/26 to 12/31/26,
- Isabel will be taking the lead in completing these activities, which will include:
 - Outreach to landowners, typically by mailing
 - Site visits for interested landowners
 - Coordination with DEC staff to develop selected sites for applications for preliminary design funding.

Watersheds United Vermont Workforce Capacity Development Grant

- This is a 24 month agreement (1/1/26 to 12/31/28) that funds:
 - Our agreement with Structural Integrity (Dave Dore) to help us develop and implement efficient and accurate financial management practices.
 - A portion of the administrative assistant position
 - Lyn Munro and Erica Goldberg at WUV are the contacts for this grant.
- 90% of funds will be paid up front, with the remaining 10% upon completion of all grant activities. Agreement includes a

claw-back provision if we fail to spend some of the money on eligible expenses.

NRCC: Core Agreement (FY27)

· Block grant administered by NRCC, we are still awaiting an agreement for this fiscal year. We've been told our funding award is \$57,000 but don't have the exact deliverables and deadlines yet. Our past agreement included the following deliverables (for reference):

§ FY26 Work Plan and Budget

§ FY25 Project Results Reporting

§ FY25 Financial Reporting

§ Supervisor Election Process

§ NRCC Supervisor Union Representation

· In addition to these deliverables, the agreement lists “operational standards” that the district is expected to maintain. These are:

§ Maintaining an updated natural resource assessment for the district to provide basis for project and program development.

§ Developing projects and programs addressing resource concerns and securing of grants, contractual agreements or other financial support needed to support implementation.

§ Executing annual supervisor election processes, including posting legal notice holding annual board seat elections or appointments and updating the board directory.

§ Holding regular board meetings and annual meeting

§ Maintaining updated policies and procedures

§ Providing monthly financial reports for review by Board of Supervisors or Board Treasurer, including Balance Sheet, Profit and Loss Report and Check Register

§ Conducting annual performance assessment and annual employee performance reviews

§ Providing annual financial and performance accountability to NRCC.

§ Clare Ireland at NRCC is the primary contact for this grant.

§ Key due dates:

§ Executed Subagreement – 7/1/24

§ FY26 Budget for NRCC and Legislative Advocacy Work – 7/22/24

§ FY24 Work Plan and Budget – 9/15/24

§ FY24 Projects and Financial Reporting – 9/15/24

§ Supervisor Election Process – 12/15/24

§ Updated Supervisory Directly – 1/31/25

NRCC: Basin Planning (FY27)

This is a block grant administered by NRCC. Timeline is August 1, 2026 – July 31, 2027. We do not have an executed agreement yet, but we have an approved workplan and an award amount of \$26, 235. The exact workplan can be viewed here: [FY 27 Workplan](#) but includes some of the following tasks:

- Attending annual meetings of the LRA, CRC, GRWA and conducting outreach to these and other watershed groups.
- Attend Monthly Regional Coordination Meetings with Partners and DEC Watershed Planner to promote coordination and collaboration between partners and the state around which projects we pursue and implement
- A wide variety of public outreach including tabling at festivals and public events and doing outreach to the lakeshore communities in our county about the Lakewise Program.
- Work with partners and landowners to implement targeted water quality efforts on Newton Brook in Vernon. Watershed Planner will assist district

and other key partners (including CRC) on where additional testing is needed in order to inform outreach and project prioritization to address the region's only agriculturally impaired watershed.

- Continue to promote the Brattleboro "Adopt-a-drain" program to address stormwater runoff entering Kettle Pond and the Whetstone Brook
- Work with key partners to develop approximately 2 workshops or webinars on the benefits of riparian buffers, no-mow areas, beaver dam analogs, post assisted log structures, or watershed health
- Provide technical assistance to non-agricultural landowners to help them protect water quality, improve flood resilience and support littoral and riparian habitat through appropriate stewardship. This work will include fielding and responding to landowner questions about water quality and habitat-related issues affecting their land.
- Deliver additional targeted outreach to forestry landowners in the region in order to support adoption of agroforestry management practices and to promote use of the district's skidder bridge.
- The district will help to plan and host a VIP workshop to help train volunteers for aquatic invasive species surveys on the region's lakes.
- Other activities will include referring water quality concerns to appropriate staff at DEC and VAAFM, coordinating landowner support with partners and identifying project opportunities that can be referred to the district's project development programming. This work will take place in both basins 11 and 12. District staff will plan and implement community forums on flood resilience for the towns of Newfane and Williamsville, similar to what was held in Dover in 2025-2026. Assist with implementation of storm water master plans in coordination with Windham Regional Commission and watershed planner.

- Plan and run a Nitrogen-reduction working group (this will pair with the LISFF project if funded)

- Technical Assistance to non-ag landowners in littoral and riparian settings.

- Support for the basin planning process in Basin 12 (Deerfield).

- ○

Southeast Vermont Cisma (these are grants that the district holds but that Cisma partners assist with implementation)

NRCC: Ag-CWIP

· This is a block grant managed by VACD. Emily Nummer is the primary contact. The two-year agreement runs from July 1, 2026-June 30, 2028. This grant funds:

§ Outreach and education efforts focused on clean water and healthy soils, including workshops for producers and the public.

Our total award is for \$221,500. We're still awaiting an agreement for this award.

§ Technical Assistance to producers aimed at supporting practices that protect and restore water quality and soil health; includes on-farm visits by staff as well as coordinating farm teams meetings to develop broad support for producers with partner agencies and nonprofits.

§ Soil sampling assistance

American Farmland Trust RCPP

○ American Farmland Trust has an RCPP agreement to implement regenerative soil health practices throughout New England. We have a contract with AFT for Windham NRCD to host a 0.5 FTE conservation planner position to complete work in Windham, Bennington and portions of Windsor counties.

○ Invoices are due monthly for our costs.

○ Total contract is for \$200,000 and runs through 9/30/2026.

We have been told we can continue to invoice under this agreement through 6/30/27. AFT has applied for a new 5-year award throughout the region and has included Windham NRCD in their proposal budget for \$225,000. This would likely end up funding about 0.5 FTE over 4 years and pair well with our NACD TA Funds.

Vermont DEC Grant in aid: Aquatic Invasive Species 2026

This funding source from the Vermont Department of Environmental Conservation supports greeter programs and aquatic invasive species survey and removal efforts. Kim Jensen is the primary contact at VT DEC for this work. Our award includes the following funding:

Water Chestnut Survey and Removal at four sites - \$35,098

Harriman Reservoir Greeter Program - \$18,477

Somerset Reservoir Greeter Program - \$6,534

Lake Raponda Greeter Program - \$18,129

South Pond Greeter Program - \$8,771

Additional funds are provided by local partners:

Great River Hydro: \$5,000 for Somerset

Raponda Foundation: \$5,000

Ames Hill Marlboro Community Center: \$4,0000

Town of Wilmington: \$3,500

Town of Marlboro: \$1,000

Marlboro Parks Department: \$1,000

In kind support is provided by the Lake Raponda Association, Connecticut River Conservancy and the Windham County Sheriff's Office/GRH (through their agreement for staffing at the boat launches on weekends on Harriman).

NRCC DM Rep

This small agreement with NRCC pays for Cory to act as District Manager Representative. Cory attends statewide coordination meetings, helps plan and facilitate district manager meetings and works to support better collaboration between district managers and with state and federal partners. The agreement runs from July 1, 2026 – June 30, 2027. Clare Ireland at NRCC is the contact for this grant.

National Fish and Wildlife Foundation – Long Island Sound Futures Fund

- We have an executed agreement with the National Fish and Wildlife Foundation for the below work:
- Working with Marie Caduto and Marli Rupe (DEC) on an application for a 3-year planning project to begin development of nitrogen reduction modeling for ag practices in the CT River Valley. Project would bring together state, federal and district staff along with researchers from UVM, UNH and Dartmouth to identify practices for Nitrogen reduction on farms. Part of this project will include stakeholder meetings with producers to help build a framework for N reduction practices that are compatible with CT River Valley farms. This could potentially lead to a multi-year implementation project in the future. Proposal would provide \$32,000 for Windham NRCD to serve as the coordinator for the Vermont portion of the project.
 - Award is for \$418,596. Much of this will be subcontracted to partners
 - We received a one year extension until 11/30/26. We also executed a no-cost budget amendment that moved much of the funding from contractual to personnel.

National Association of Conservation Districts Technical Assistance, Education and Outreach Grant

This grant funds Windham NRCD staff supporting NRCS's conservation planning work. Planners support farmers and applications through the 9-step process and help get funds out the door to implement conservation practices in the county through programs like EQIP and CSP. We applied through VACD for \$135,200 to support a full-time planner for one year. This application has been held up by OMB and we still don't know when/if it might be funded. VACD executed a 3-month agreement using other funds with us to allow for this work to continue from 7/1/26 to 9/30/26. We have an agreement to fund 0.5 FTE for these 3 months (\$16,900).

Pending Grant Awards:

- Staff developed a proposal to the National Fish and Wildlife Foundation's Long Island Sound Futures Fund Funding Round to fund an implementation phase of our current watershed planning project. We were able to coordinate with a wide variety of partners, including Essex, Caledonia and Ottauquechee NRCDs, the Connecticut River Watershed Farmers Alliance, Cheshire County Conservation District, and NOFA NH to develop a 3 year, \$1.46 million proposal for technical and financial assistance throughout the CT River Watershed in Vermont and New Hampshire. If funded, this will support development of farmer-to-farmer sharing and education about selected priority agricultural practices (with \$5,000 payments to producers who participate in this aspect of the program), financial assistance to new implementers and technical assistance provided by districts and other key partners. We expect a funding decision in November. This RFP required a 50% match, so our ability to develop a proposal of this size speaks to both the increased funding VT districts have available (larger Ag-CWIP and NRCC Core Services Awards, most notably) and our strong relationships with partners. VACD and NHACD provided letters of support, which is much appreciated.

Japanese Stilt Grass Early Detection Rapid Response

Submitted a proposal for additional funding to continue the mapping and removal efforts for stilt grass. The final proposal is for a 2-year, \$31,221.60 proposal that would support 200 hours per year for Isabel to serve as point person and coordinator on early detection rapid response efforts, 160 hours per year for a seasonal staff person to work on invasives mapping and removal, and

funding for contractors to assist with mapping and removal and chemical applications where appropriate. Rachel Cliche at Silvia O Conte NWR is the contact person for this grant.

Windham County Natural Resource Conservation District

Supervisory Board Meeting Minutes (DRAFT)

Wednesday, June 10th, 2026, 6:30 pm

301 Barrows Rd Brattleboro, VT 05301

Hybrid Meeting, Zoom

Present: Cory Ross, Executive Director; Arrow Branwen, Administrative Assistant; Heather Blunk, Agricultural Specialist; Kate McKay, Seasonal Avian technician; Meg Kluge, Geof Dolman, and Linda Corse, board supervisors;

Zoom Participants: Pieter van Loon and Katie Morrison, board supervisors; Emma Keuster, NRCS

Land Acknowledgement: *We respectfully acknowledge the traditional, ancestral, unceded territory of the Abenaki People, who have stewarded this land throughout the generations.*

1. Review Agenda for Additions or Changes
 - a. Discussing personnel policy, convening subcommittee
 - i. Added to Greeter and Tech Hires
2. New Business
 - a. NRCS Updates
 - i. Awarded funding for CSP and EQIP programs
 1. 15-20 contracts in Windham County
 2. Greatly assisted by local fund pool, huge kudos to WCNRCD with leading local work groups for this
 3. Cost shares low amount mean that a lot of people won't be moving forward with brush management projects or invasive control projects
 - a. Next year might be different
 - ii. Been working on updates, have a staff meeting tomorrow talking about emergency watershed programs
 - b. FY27 Budget
 - i. Had a lot of input and good advice from Dave Dore at Structural Integrity, sent a helpful template
 - ii. Overview is going over projected end of FY26 and the projected FY27 budget

- iii. On track to close FY26 with net income of \$41000, better than anticipated
 - 1. Have better utilized grant funding, gotten amendments to help with personnel costs
 - 2. Will have a balance of \$116000 at the close of FY26
 - a. Covers about 1.5 months of expense
 - b. Would like to get to 3 months worth of expenses, challenging because grants don't always pay on time as expected
 - 3. Got the WUV grants to purchase computers for staff, which wasn't originally in the budget; covered by grant income
 - 4. Issue on the FY26 budget overview that says \$6900 was spent on "membership" which we have not used in years; trying to address the issue during the meeting, but will investigate further after
 - 5. Also some issues with inconsistencies in numbers for how much was spent on healthcare; probably a typo or glitch with document equations, will investigate later
 - 6. Grassland Bird Project payments, some were paid in FY26 and some may be paid in FY27
- iv. **Meg moves to approve FY27 budget proposal**
 - 1. **Geof seconds**
 - 2. **Further Discussion:**
 - a. \$1.3M+ in revenue
 - b. \$1.1M in costs
 - c. \$310000 - funding that we applied for or will apply for and are awaiting a decision
 - d. Funding staff pay increases, supporting Americorps, annual meetings, subcontractors, wages for permanent and season staff, infrastructure, vehicle maintenance
 - 3. **Vote: All in favor, none opposed**
 - 4. **Passed 7:09PM**
- c. FY27 District and Staff Workplans
 - i. Cory gives an overview of the workplan of permanent and temporary staff
 - ii. Workplan fits in nicely with our strategic plan, a useful guiding document for writing the workplan
 - iii. Possibility of hosting a public forum for legislative candidates

1. Have to make sure we stay politically neutral, not just inviting who we agree with
2. If it is an election year, it is difficult because they are burned out from campaigning, etc
- d. 2026 Greeters and Invasive Species Technician Hires
 - i. According to last meeting's minutes, the board had approved the hiring of those candidates and also approved Cory to hire more as more candidates are available
 - ii. All IST's hired and doing well
 - iii. Addition to the agenda: Personnel Policy
 1. Need board and staff to join subcommittee to review and draft new personnel policy
 2. One item that might need to be looked at is schedule for pay increases
 3. Another is performance reviews, and if the board is needed when performing those
 4. **The subcommittee will update the personnel policy**
 - a. **Pieter and Arrow will join existing personnel subcommittee with Linda and Meg**
- e. Summer Picnic
 - i. Have the opportunity to bring everyone together, in place of July board meeting
 - ii. Location suggestions:
 1. Living Memorial Park shelter with tables
 2. Winston Prouty also has an outdoor space
 - iii. Date and Time:
 1. Aiming for July 28th or 30th
 2. Midday or Late Afternoon/Early evening
 - iv. Will organize spreadsheet for food later
3. On-Going Items
 - a. NRCC and VACD Updates
 - i. Council meeting last week
 1. Most of the meeting focused on discussion of making sure that deliverables for core services happen
 - a. Did not end up as definite that they must do full evaluation of district manager
 - b. They decided on providing a template

- c. Some effort being made for district boards to do a district manager/executive director performance evaluation as a core deliverable
 - 2. Did not get to Act 181 discussions
 - a. The law has passed; states that VACD will partner with Vermont Council on Rural Development to develop a plan to get feedback because Act 181 has weakened Act 250, taken out all environmental protections provided by Act 250
 - 3. Will probably be some discussions this summer about statute changes or bylaw changes
- b. Update from Budget and Building Acquisition Subcommittee
 - i. Revisited the Winston Prouty office, could take possession of renting this space July 1st
 - ii. Thomas Hall, Suite 112
 - iii. Rent is \$1,850 a month
 - iv. Appears in budget as rent + utilities x 12
 - v. Security deposit equal to one month's rent, but might be paid over time; there was nothing out of the ordinary in rental agreement template received
 - vi. **Geof moves that we go ahead with rental of Winston Prouty office**
 - 1. **Pieter seconded**
 - 2. Seems like a really good opportunity
 - 3. Someone on staff there can do some room painting for \$25/hr
 - 4. Will have some time to move everything in, get painting done before any of that and maybe before renting officially starts
 - 5. Not without risk, projected cashflow still works even if things get tight
 - 6. **All in favor, none opposed**
 - 7. **Passed 8:04PM**
- c. Technical Service Provider Work
 - i. Qualified Individual Work, related to TSP work:
 - 1. Regenerative pilot program (CHECK)
 - 2. Want 25% of all contracts in country to be fed through RPP
 - 3. More analyzed than regular soil testing, discounted rate for RPP
 - 4. \$180/test, three tests per land unit
 - 5. Looking at using Ag-CWIP, but thinking it is a no

6. Could come up with a rate that makes sense to charge farmers since money for this doesn't cover it
 7. Data will be useful to look at how the regenerative work their doing is affecting land
4. Secretary's Report
 - a. Approve minutes from May 6, 2026
 - i. **Meg moves to accept minutes**
 - ii. **Pieter seconds**
 - iii. No discussion needed
 - iv. **All in favor, none opposed**
 - v. **Geof abstains because he was not there**
 - vi. **Passed, minutes accepted 8:19PM**
5. Review Upcoming Supervisor Meeting Dates:
 - a. July Meeting: See picnic discussion, skipping regular meeting
 - b. Next meeting: August 12, 2026
6. Other Business
 - a. Cory will forward edits about questions for the FY26 budget issues
7. Future Agenda Items: None
8. **Motion to move into executive session for personnel reasons made by Geof:**
 - **Seconded by Meg**
 - **All in favor, none opposed**
 - **Passed 8:23PM**
9. Executive Session **Motion was made by Geof, with a second from Meg to come out of executive session at 8:33 PM. Motion passed.**

Motion made by Geof, with a second from Meg to deem Arrow Branwen's performance very satisfactory and that they should move on the pay scale, etc. as per policy. Motion passed.

Motion made by Pieter, second by Geof to adjourn at 8:35 PM. Motion passed.

Respectfully submitted,

Arrow Branwen

Executive Session addendum submitted by Linda Corse